DOCUMENT RESUME

ED 286 866 SP 029 436

TITLE Certification Manual. North Carolina Public School Professional Personnel.
INSTITUTION North Carolina State Dept. of Public Instruction, Raleigh. Personnel Services Area.
PUB DATE 87
NOTE 101p.; Some appended materials contain small print.
PUB TYPE Guides - Non-Classroom Use (055) -- Reports - Descriptive (141) -- Legal/Legislative/Regulatory Materials (090)

EDRS PRICE MF01/PC05 Plus Postage.
DESCRIPTORS Educational Certificates; Elementary Secondary Education; *Public Schools; *School Personnel; *State Standards; *Teacher Certification; Teacher Qualifications; Teacher Salaries
IDENTIFIERS *North Carolina

ABSTRACT

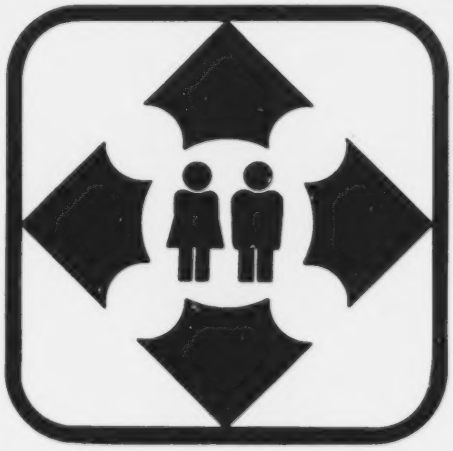
This manual presents information regarding the certification process for North Carolina public school professional employees. Sections present information on: (1) definitions of certification terms and classifications; (2) methods for obtaining certification, including approved programs, lateral entry, and reciprocity; (3) initial certification; (4) specific need certificates, provisional certification, and validated certificates; (5) methods of maintaining certification, including procedures for certificate renewal and for reinstatement of expired certificates; (6) certificate suspension and revocation; (7) certification in such special areas as exceptional children, Junior ROTC, safety and driver education, and vocational education; (8) special service personnel certification; and salary and certification information. Appendices include the North Carolina Statutes relating to certification, a list of teacher education approved programs, and certification forms. (CB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

CERTIFICATION MANUAL

ED286866

North Carolina Public School Professional Personnel



SP029436

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

E. Brumbach

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

North Carolina Department of Public Instruction/Personnel Services

BEST COPY AVAILABLE

OVERVIEW

By definition, certification is the licensing process which makes an individual eligible to perform specific professional services as a public school employee. It is based on meeting all requirements of an approved teacher education program or its equivalent, including achievement of at least a specified minimum score on the National Teachers Examination.

The North Carolina General Assembly has decreed by statute that every professional employee of the state's 140 school administrative units shall hold appropriate certification in the subject or program area for which the individual is employed. In the same manner, it has further mandated that the certification function is the responsibility of the State Board of Education. For the convenience of users of this manual, pertinent portions of these and other related statutes have been extracted from Chapter 115C of the General Statutes of North Carolina and are included in the Appendix.

The two specific statutory mandates in the preceding paragraph undergird all other requirements in the certification process. For that reason, some elaboration of this point should prove useful in understanding the numerous other requirements set forth in this manual.

General Statute 115C-295 (b) reads, "It shall be unlawful for any board of education to employ or keep in service any teacher who neither holds nor is qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education." This statutory language is unequivocal; there is no mistaking the legislative intent that all teachers must hold appropriate certification. Identical language requires that principals, supervisors, and all other professional staff are subject to the same certification requirement.

General Statute 115C-296 (a) reads in part: "The State Board of Education shall have entire control of certifying all applicants for teaching positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates and shall determine and fix the salary for each grade and type of certificate which it authorizes." Again, the language is forthright and legislative intent is clear.

Together, these statutes underscore the importance that the General Assembly attaches to the certification process. Placing total responsibility with the State Board of Education for developing all requirements for certification and at the same time requiring that all professional employees of local boards of education hold appropriate certification results in uniform statewide standards that can be and are implemented by decisions made locally. Obviously, this bodes well for the quality of performance by professional personnel in North Carolina public schools.

It is important to note that all definitions, classifications, and requirements set forth in this manual **are based on statutes and regulations as they currently exist.** At the same time, it must be recognized that the certification process evolved over a long period of time that saw continuous change in regulations and requirements pertaining to certification. For that reason, a substantial number of legally certified individuals are still teaching who were certified under earlier regulations and requirements that may have differed substantially from those currently in effect. Of course, the changes in regulations and requirements that have occurred in no way invalidates any certificate issued under earlier requirements.

TABLE OF CONTENTS

Definitions 1
Methods Of Obtaining Certification 4
  Approved Program 4
  Lateral Entry 7
  Reciprocity 9
Initial Certification Program 10
Specific Need Certificates 13
  Endorsement or Provisional Endorsement 13
  Interim Certificate 15
  Provisional Certification 16
    Validated Certificates 18
Methods Of Maintaining Certification 20
  Certificate Renewal 20
  Expired Certificate 22
Certificate Suspension and Revocation 23
Subject Area Certification 25
  Exceptional Children 25
  Junior ROTC 27
  Safety and Driver Education 28
  Vocational Education 29
Special Service Personnel 36
Salary And Certification 37
General Information 41
Appendices
  Appendix A - North Carolina Statutes Relating To Certification
  Appendix B - Teacher Education Approved Programs
  Appendix C - Certification Forms

DEFINITIONS

CERTIFICATION - The licensing of professional school personnel based on meeting state requirements by completing an approved teacher education program or its equivalent. Certification qualifies the holder to teach full-time in the subject or field identified on the certificate by program codes. (See Form C-09 in the Appendix.)

Certificate Classifications

INITIAL CERTIFICATE - Valid for two years, the certificate allows the holder to begin teaching independently. The teacher must meet established performance criteria as a full-time professional for two years and teach at least one of the two years in the area of initial certification before a continuing certificate may be issued.

INITIAL CERTIFICATION PROGRAM - A two-year program required for new college graduates to assist with on-the-job performance.

PROFESSIONAL DEVELOPMENT PLAN - A required plan for all certified personnel developed during the first year of service and revised annually to indicate strengths, weaknesses and strategies for improving performance.

CONTINUING CERTIFICATE - This certificate authorizes professional school service on a five-year continuing basis. Certificate renewal every five years requires 15 credits related to professional responsibilities and/or the certification field. (See section on "Procedure for Certificate Renewal.")

Certificate Categories

Certificates indicate professional preparations according to grade levels, content areas, specializations and education.

TEACHER CERTIFICATE - The class "A" undergraduate and class "G" graduate certificates entitle the holder to teach in some designated area of specialization: Early Childhood Education, K-4; Intermediate Education, 4-6; Middle Grades Education, 6-9; Secondary Specializations, 9-12; Special Areas, and Occupational. The four levels of preparation are: bachelor's degree, master's degree, sixth-year, and doctorate. (Some occupational areas are

established at below the bachelor's degree and are based on other criteria such as special work experience.)

ADMINISTRATOR CERTIFICATE - The holder may serve in general and program administrator roles such as superintendent, assistant or associate superintendent, principal or assistant principal. The three levels of preparation are: master's degree, sixth-year, and doctorate.

EDUCATION SPECIALIST CERTIFICATE - The holder may provide specialized assistance to the learner, the teacher, the administrator and the education program in general. This category includes the curriculum-instructional specialist, counselor, media specialist and school psychologist. The levels of preparation are the same as those for the administrator, except that the school phychologist is restricted to the sixth-year or doctorate levels.

Methods of Obtaining Certification

APPROVED PROGRAM - Graduates are certified by completing a teacher education program at an institution of higher education approved by the State Board of Education in accordance with specified standards and guidelines established by the Board. The State Department of Public Instruction oversees 44 such programs in state public and non-public institutions.

NATIONAL TEACHER EXAMINATIONS - The standard tests required by the State Board of Education for North Carolina certification. Minimum scores are required for admission into a teacher education program and for initial certification. The tests are developed and scored by the Educational Testing Service.

STUDENT TEACHING - A 10-week or longer assignment, generally during the senior year, in which students enrolled in teacher education approved programs acquire experience in the classroom. The local school system and directors of student teachers in institutions of higher education supervise and evaluate the experience.

LATERAL ENTRY - This certification procedure exempts persons from any formal teacher education prior to employment as a teacher. To qualify, a person must first be employed by a local school system. The person must have a baccalaureate degree from a regionally accredited institution of higher education, complete an approved program of teacher education within five years, and pass the appropriate subject area test of the National Teacher Examinations at its next administration. If employed prior to completion of the subject area exam, the employer must submit an interim authorization for certification.

RECIPROCITY - Out-of-state applicants for North Carolina licensing may receive an initial certificate based on reciprocial agreements with other states with similar licensing standards. North Carolina holds reciprocity agreements with 38 other states, some with various contingencies or exemptions from North Carolina requirements. Meeting the North Carolina National Teacher Exams requirement is always a prerequisite to certification.

Other Certificate Classifications

ENDORSEMENT - Based on the completion of 18 semester hours in a specific subject. The holder is qualified to teach that subject less than half-time. A prerequisite for any endorsement is that the person must hold or qualify to hold full certification in another subject or field.

ENDORSEMENT, PROVISIONAL - Designates a certification that allows the holder, when assigned by the employer, to teach a subject less than half-time pending completion of all requirements for endorsement. The holder must complete at least six hours (semester or equivalent) in the specific endorsement subject each year. Prerequisites are current employment in the subject and holding or qualifying to hold certification in another subject or field.

EXTENSION CERTIFICATE - A certificate issued during May of each year by an automated computer process for certified public school personnel whose certificates will be expiring at the end of the fiscal year (June 30). Automatic extension certificates are processed for both regular five-year certificates and one-year provisional certificates.

INTERIM CERTIFICATE - A candidate for certification from out-of-state who has not met the National Teacher Examinations requirement may receive a four-month interim authorization to serve and be paid as a certified teacher pending satisfaction of the NTE requirement.

PROVISIONAL CERTIFICATE - A status that allows the holder when assigned by the employer to teach a subject, grade level or field pending the requirements at a rate of not less than six hours (semester or equivalent) each year. Prerequisites are current employment in the subject, grade level or field and holding or qualifying to hold certification in another subject or field.

METHODS OF OBTAINING CERTIFICATION

Professional school personnel in North Carolina receive initial certification through one of three procedures. Most school system employees graduate from a college or university's approved teacher education program. Others graduate from a comparable education program in another state and become certified through the state's reciprocity agreement.

Some individuals enter the profession through the state's lateral entry program which allows qualified individuals to begin teaching while working toward certification. Lateral entry is a fairly new process begun to alleviate the shortage of teachers in particular subject areas or in remote locations.

APPROVED PROGRAM

Most teachers are certified by completing a formal program at an institution of higher education approved by the State Board of Education. (See listing of approved programs in Appendix B.) Many elements of today's approved program approach have been enhanced because of the Quality Assurance Program jointly implemented by the State Board of Education and the University Board of Governors between 1978 and 1985. These improvements are reflected in the following:

Testing

A required minimum score on the National Teacher Examinations (NTE) has been a requirement of the State Board of Education for initial certification since 1964, except for the period 1975-77 when it was temporarily suspended by federal court order because of alleged cultural bias. During that period, the test underwent a validation study and again became a requirement in 1977.

In 1979, the Board made a significant revision to its NTE policy. Prior to that time, NTE requirements were an after-the-fact add-on to the undergraduate program. Under the revised policy, the NTE requirements must be met prior to recommendation for certification from an approved program.

In 1983, the Board adopted minimum NTE scores for admission into a teacher education program. This requirement is normally satisfied by the administration of the Communication Skills Test (Core Battery I) and the General Knowledge Test (Core Battery II) at the end of the sophomore or beginning of the junior year. The Professional Knowledge Test (Core Battery III) and the Teaching Area Examinations are usually taken near the end of the senior year. Although some flexibility in timing is allowable under Board policies, it is mandatory that all testing requirements be met before the individual is recommended for certification.

For information concerning NTE minimum score and teaching area examinations information, see Form C-04 in the Appendix.

Counseling

To ensure direct student involvement with a faculty advisor, three formal evaluation conferences--one upon admission to the program, one upon application for student teaching, and one upon program completion--are required. Advisors inform students of the probability of their success in the program by discussing high school rankings, SAT scores, grade point averages and other predictive measures.

Student Teaching

During the senior year, students must successfully complete a 10-week or longer student teaching assignment. Students are closely supervised and evaluated by the local school system and higher education personnel.

PROCEDURE FOR APPROVED PROGRAM CERTIFICATION

Initial certification is the responsibility of the teacher education institution, the school administrative unit and the individual.

Institution officials are responsible for:

--A recommendation of the student based on completion of a teacher education program. (Form IHE-01)

--Student Advisement Documentation. (Form IHE-01A) This form provides for the posting of standard test scores (Scholastic Aptitude Test, National Teacher Examinations, and Graduate Record Exam) and the recording of advisement conferences.

--Evaluation of student teaching performance. Institution officials are responsible for making sure that each student teacher has Form IHE-01B completed by the appropriate local school system officials and returned to the institution.

--Original transcripts. Grade reports are not acceptable.

--Filing all initial certification information as a packet with the Division of Certification.

The school administrative unit superintendent or designee is responsible for:

--Evaluation of student teaching performance. (Form IHE-01B) Local school officials responding negatively on student teaching performance should carefully document their action.

The individual is responsible for:

--An Initial Application for Certification. The individual completes the personal data and submits the form to the institution for completion. Form #1 is available from college registrars, school superintendents, or the Division of Certification.

--Payment of processing fee.

The Division of Certification evaluates each application and its supporting documentation and notifies the applicant of its action. The same application and evaluation process is required for graduates of out-of-state or foreign teacher education institutions.

LATERAL ENTRY

North Carolina began encouraging skilled individuals from the private sector to enter the teaching profession through a lateral entry program in 1985. To be eligible, an individual must be selected for employment by a North Carolina school system and have a bachelor's degree from a regionally accredited institution of higher education. An individual who has satisfied all major degree requirements but still has some minor deficiency or technical requirement to complete is eligible for the program. Such shortages may not exceed six semester hours and must be completed before the following fiscal year.

Application

The applicant and the employing school system must file a joint application with the Division of Certification including all supporting credits, experience, test scores and other pertinent information.

Evaluation

College graduates not completing a teacher education program must have their credentials evaluated by a North Carolina institution with an approved teacher education program in the certification area. The evaluation reflects previous training relating to the certification area. Non-teaching work experience directly related to the certification area is recognized in determining years of experience for placement on the State Salary Schedule on a year for year basis. Successful teaching may be substituted for the student teaching requirement.

Training

A person entering teaching under the Lateral Entry program must complete a two-week training course prior to service in the schools or submit evidence of equivalent training. The course includes the Effective Teaching Training Program, classroom management and discipline procedures and an orientation to local school policies and procedures.

Testing

The teacher must obtain a satisfactory score on the National Teacher Examinations or substitute the Graduate Record Examination in order to maintain a valid certificate. The NTE Teach-

ing Area Speciality Examination must be taken at the next available NTE test date. The NTE Professional Knowledge Examination (Core Battery III) may be delayed until the completion of professional education and/or other certification requirements.

Education

The lateral entry teacher must complete professional education and/or other requirements for certification through a school with an approved teacher education program. A minimum of six semester hours per year must be completed with all requirements finished within five years from the date of qualification. The Division of Certification issues lateral entry certification in the same areas and classes as regular teacher education graduates.

Certification

A temporary permit is issued when an "Interim Application for Certification" form is completed. It is valid for employment until the NTE scores are available from the next administration of the Teaching Area Specialty Examination. When this requirement is met, a temporary initial provisional lateral entry certificate is issued for the remainder of the fiscal year. Certification through the lateral entry program is subject to all regulations which apply to other beginning teachers in North Carolina and is renewable upon completion of credit requirements.

PROCEDURE FOR LATERAL ENTRY CERTIFICATION

Institution officials are responsible for:

--Evaluating credentials to be included with packet of information submitted by employing school system.

--Filing a recommendation for certification upon completion of the teacher education program.

The employing school system and the individual are responsible for:

--Completion of the Lateral Entry Certification Request. (Form C-13)

--Completion of the Interim Application for Certification (Form LEA-01), if the individual has not completed the NTE specialty area exam.

--Completion of the Initial Application for Certification (Form 1) including all supporting credits, experience, test scores and other pertinent information.

RECIPROCITY

Programs of teacher education in out-of-state institutions that are equivalent to North Carolina's standards and guidelines are recognized under the state's reciprocity policies, begun in 1969. This agreement allows a certification area to be established based on the qualified area on the out-of-state certificate. Other certification requirements not included with reciprocity, such as those for testing and credit, must be met in order to qualify.

North Carolina recognizes four teacher education and certification reciprocity approaches outlined on Form C-03 in the Appendix.

PROCEDURE FOR RECIPROCITY CERTIFICATION

The individual is responsible for:

--Completion of an application for North Carolina certification. (Form 1)

--Having institution(s) outside North Carolina complete recommendation form(s). (Form IHE-02)*

--Filing copy of out-of-state certificate if issued. If out-of-state certificate has not been issued, the application is processed using transcripts and recommendations only.*

--Complete documentation of all college transcripts and teaching experience outside of the North Carolina public schools.**

--Filing the information as a packet with the Division of Certification.

NOTE: Only one of these steps is required. If an out-of-state certificate is provided, then Form IHE-02 may not be required. If Form IHE-02 is provided, then the out-of-state certificate may not be required.

NOTE: Degree transcript(s) are required which means the transcript from which the individual completed a bachelor's degree, master's degree, etc., must indicate that the degree was awarded and the date. Experience should be reported by using Form #6.

INITIAL CERTIFICATION PROGRAM (ICP)

The State Board of Education began requiring two-year initial certification for new college graduates as a part of its certification program in 1985. Initial certification extends preservice education into the first two years of actual employment to assure that practicing professionals are capable of functioning independently before they are awarded continuing certificates. Employees from out-of-state who have never held North Carolina certification and individuals who have allowed their North Carolina certification to expire will also be initially certified and subject to ICP requirements. Local boards of education are required to have in place a comprehensive program plan aimed at guiding the individual into the teaching profession.

Local initial certification programs include the assignment of a mentor or support team for each initially certified person to make a smooth and effective transition into the profession. If the local school system chooses a mentor as the appropriate support person, the principal or designee shares the responsibility for providing the support. The support team for each initially certified teacher includes a career status teacher, the principal or designee, and an individual who has expertise in curriculum/instruction. Such a person might represent higher education, the central office staff, or be an instructional supervisor.

The local plans require a minimum of three observations per year, the first of which must be for at least one instructional period, including a pre-conference and a post-conference. The others may be unannounced but must be for at least an instructional period and be followed by a post-conference. All observations of teachers must be conducted by persons trained in the use of the first five function areas of the performance appraisal instrument for teachers: managing instructional time, managing student behavior, instructional presentation, instructional monitoring, and instructional feedback. The first observation must occur prior to October 30, the second observation must occur between October 30 and January 15, and the third observation must occur after January 15.

An individualized professional development plan must be prepared for each initially certified person which identifies goals, strategies and progress toward improving professional

skills. The plan becomes an ongoing, systematic program of professional development coinciding with the one-year cycle of annual performance appraisal and at major decision points in progressing through a career development plan.

Each initially certified person must keep a cumulative portfolio containing the professional development plan and official documentation of performance in the first five function areas of the performance appraisal instrument.

No later than April 15 of the second year of employment of the initial certificate holder, the locally designated official determines whether the employee's certificate will be recommended for conversion to a continuing certificate. The determination is based on the information contained in the individual's cumulative portfolio. The individual must receive a cumulative rating of "at standard" or higher on each of the first five function areas of the performance appraisal instrument on the final observation prior to April 15 of the second year of employment.

The initial certificate becomes null and void after two years of unsuccessful experience and may not be extended. Such a certificate holder may return to an approved teacher education program to correct deficiencies and receive a new initial certificate for employment and again try to meet the performance requirement.

PROCEDURE FOR GRANTING CONTINUING CERTIFICATION

The locally designated official is responsible for:

--Recommending the teacher for continuing certification on Form C-14 or recommending special service personnel for continuing certification on Form C-14A.

The Division of Certification is responsible for:

--Reviewing the recommendation to determine whether the person recommended has in fact achieved a rating of "at standard" or higher on each of the first five function areas of the performance appraisal instrument.

--Approving or disapproving the recommendation.

NOTE: Initially certified teachers must serve a minimum of one year (a minimum of one period a day for 6 calendar months) during the required ICP experience in a teaching assignment appropriate to their area of initial certification. Appropriate assignment is based on In-field/Out-of-field regulations which specify a match between PPAR course code and certification area. Therefore, inappropriate assignments which occur for more than one of the two years necessary to meet ICP requirements will result in ineligibility for continuing certification.

NOTE: The Division of Certification may extend the initial certificate should the holder not secure acceptable employment during the two-year period. Extension may be granted for up to two years provided five years have not elapsed from the date of qualification. (See Dating of Certificates in General Information section of this manual.)

NOTE: Out-of-state teachers with two or more years of teaching experience within five years immediately prior to initial certification are eligible for continuing certification when successfully completing the first year of the program. A teacher who does not meet "at standard" on the performance rating may be re-employed a second year and continue with the Initially Certification Program requirement.

NOTE: Completion of the Initial Certification Program as a:

--**teacher** in one area satisfies all ICP requirements for all other teaching certification areas which might be added as well as media coordinator.

--**school administrator** satisfies all ICP requirements for certification as superintendent and principal as well as curriculum instructional specialist (supervisor).

--**school psychologist** satisfies ICP requirements for certification as counselor.

--**counselors and curriculum instructional specialists** must complete a separate ICP and these do **not** satisfy ICP requirements for other areas of certification.

APPEAL OF DENIAL OF CONTINUING CERTIFICATION

Notwithstanding the provisions of G.S. 115C-45(c), certification is a state-level decision and is not appealable at the local level. Teachers denied a continuing certificate may challenge the state-level decision under the procedures and on the grounds set out in Chapter 150B of the General Statutes of North Carolina (Administrative Procedures Act).

It is the responsibility of local boards of education to advise teachers who are not recommended for a continuing certificate of their appeal rights under the act cited. This procedure is initiated through the Office of Administrative Hearings, 424 North Blount Street, P. O. Box 11666, Raleigh, North Carolina 27604 (Telephone: 919/733-2691). Questions concerning this process should be directed to Harry E. Wilson, legal specialist with the State Department of Public Instruction (Telephone: 919/733-3813).

SPECIFIC NEED CERTIFICATES

IN-FIELD/OUT-OF-FIELD ASSIGNMENTS

Any teaching assignment outside the certificate field, even for a single period daily, is now classified as teaching "out-of-field." For many years, individuals were not classified as out-of-field if they taught half or more time during each day in a field in which they held certification. Recognizing that this earlier definition was inadequate, the State Board of Education adopted the current definition and made it mandatory that all teaching assignments must be in the area in which the individual is certified and that temporary permits for any teaching out-of-field must be resolved in a time span of one year or less.

The resulting problems of making maximum efficient use of teachers, particularly in small schools and in some subject areas, made it essential that the State Board devise a realistic process whereby teachers who were teaching one or more periods out-of-field could move in an orderly manner to an "in-field" status. Out of this need grew the provisional endorsement, endorsement, and the provisional certification concept.

Requests for such certificates must be generated by the school system superintendent or designee. Since the school system rather than the individual needs the additional certification, the processing fee is waived.

ENDORSEMENT OR PROVISIONAL ENDORSEMENT

A local school superintendent is permitted to recommend provisional or full endorsement at the secondary level for fully certified persons in another subject area. Such an endorsement allows less than half-time teaching. Failure to complete the following requirements forfeits the endorsement and prohibits the continued assignment. (See section on Provisional Certification in this manual for further information.)

Education

For provisional endorsement, the individual must be currently employed and earn six hours (semester or equivalent) of appropriate credit each year toward full endorsement requirements. An endorsement is based on a minimum of 18 semester hours in a specific content area.

Experience

A maximum of nine credits may be counted as experience credits for successfully teaching a specific subject. One year of successful teaching equals one semester hour of credit.

Testing

If formal credits do not total nine or more semester hours, the NTE Teaching Area Score required for the regular certificate in the subject area may be substituted for the remaining hours needed to equal eighteen. (See Form C-11 for explanation of credit for NTE.)

NOTE: Physical science teachers with the appropriate endorsement in either physics or chemistry are not limited to less than half-time teaching in this subject. Computer science teachers with the computer education endorsement are not limited to less than half-time teaching with that endorsement.

PROCEDURE FOR ADDING CERTIFICATION ENDORSEMENT

The school system superintendent or designee is responsible for:

--Filing an application for provisional endorsement or endorsement. (Form C-11) The application lists and certifies all credits the individual already has earned in the endorsement subject.

--Submitting, with the assistance of the individual, any additional documentation to establish competencies to cover the areas not met by the appropriate credits earned. This evidence may include: (1) demonstrated performance, (2) previous evaluation of performance, (3) relevant content-related in-service experience, (4) relevant work experience, (5) independent study based on demonstrated learning, (6) NTE or other standardized test scores.

The individual is responsible for:

--Establishing a test score on the NTE equal to the score requirement for the regular certificate in the subject, if competencies are to substitute for nine or more semester hours of the required credits.

The Division of Certification is responsible for:

--Evaluating the application and issuing the endorsement or provisional endorsement. All provisional endorsements list the areas and hours needed to complete requirements for the clear endorsement.

INTERIM CERTIFICATE

A candidate for certification who has not met the standard examinations requirement but otherwise qualifies for certification or provisional certification may receive an interim certificate, valid for four months, if:

--the candidate has been selected for employment in the state as the applicant who best meets the position's specifications;

--the candidate did not know that a minimum standard examination score was required for certification; and

--the candidate has not had the opportunity to satisfy this requirement after becoming aware of it.

The school superintendent and individual are responsible for:

--Completion of an application for an interim certificate. (Form LEA-01)

The Division of Certification is responsible for:

--Substantiating the information and issuing an interim certificate valid for four months.

NOTE: No graduate of an approved program in North Carolina is eligible for an interim certificate since program requirements specify the NTE and individuals have prior knowledge that it is a requirement for certification.

NOTE: Interim certification is a pay authorization and is signified by an authorization letter from the Division of Certification. No certificate is actually issued until the NTE is successfully completed.

PROVISIONAL CERTIFICATION

All provisional certification is limited to employed persons based on the established needs of the employing school system. It should be noted that these are exceptions to regular certification processes to enable an individual to become fully certified.

Principal. A teacher who holds a regular class "A" or "G" certificate may serve as the principal or assistant principal of a classified school, provided the superintendent certifies that there is no satisfactory person available who holds the principal's certificate. To continue to serve as a principal, the person must enroll in the appropriate graduate program leading toward certification and earn at least six semester hours of credit each year toward meeting requirements.

Counselor. A person employed as a full-time counselor who has 18 semester hours of graduate credit in guidance or counseling (not more than six semester hours in a related area) and who holds the regular class "A" or class "G" certificate in some other area may be approved for full-time service. To continue to serve as a counselor, the person must enroll in the appropriate graduate program leading toward certification and earn at least six semester hours of credit each year toward meeting requirements.

Supervisor. A person entering supervision for the first time who does not hold the supervisor's certificate but holds the graduate teacher's certificate in a subject field and has a minimum of five years of successful teaching experience in that area may be employed as a provisional supervisor. To continue to serve as supervisor, the person must enroll in the appropriate graduate program leading toward certification and earn at least six semester hours of credit each year toward meeting requirements.

Teacher. An individual who holds a North Carolina certificate who is assigned out-of-field must be issued a provisional certificate appropriate to the subject area to which the teacher is assigned. The certificate is granted following the completion of an approved program. Generally, the individual must associate with the appropriate approved program and work toward the completion of requirements at the rate of six semester hours of credit each year until full certification requirements are met. Failure to complete these requirements forfeits the provisional certification and prohibits continued employment in that assignment.

NOTE: Temporary one-year assignments of one period not covered by certification held or provisional certification requested should be cleared with a letter from the school superintendent to the Division of Certification requesting approval.

NOTE: Provisional regulations allow for across-the-board provisional certification with the following exceptions:

--Driver Education provisional certificates must be recommended by one of the IHEs with approved driver education programs and require certain prerequisite driver education courses.

--Speech-Language Impaired certification cannot be issued as provisional. Individuals must qualify with Masters degree preparation prior to issuance.

--Superintendent certification cannot be issued as provisional.

--School Psychologist certification cannot be issued as provisional.

--School Counselor requires 18 semester hours of graduate credit in guidance and counseling as a prerequisite to qualify for a provisional.

--Exceptional Children areas have unique requirements. (See Exceptional Children section of manual.)

--Vocational Education areas have unique requirements. (See Vocational Education section of manual.)

CREDIT REQUIREMENTS FOR PROVISIONAL CERTIFICATES

The deadline for receipt of credits for renewal of provisional certificates is different from regular renewal. (See Certificate Renewal section of manual.) For provisional certificates, even though the certificates expire on June 30 (as do all other certificates except Interim Certificates) the individual does have the time after expiration until the beginning of the next school year to complete six semester hours of the required credit. This allows a one-year renewal of the provisional which will be dated effective July 1 of the next fiscal year. For employed personnel who hold full certification, these certificates will already have been issued during May by the automatic extension process and sent to the superintendent's office. For individuals with provisional certificates who are not employed, the deadline for completion of the six semester hours of credit required to renew the provisional is September 1.

PROCEDURE FOR PROVISIONAL CERTIFICATION

The school superintendent is responsible for:

--Filing the application and any other back up information as needed.

Use Form C-11 to make application for regular academic subject area provisional certificates. This form allows the superintendent to count credits for purposes of qualifying individuals for Endorsement areas and Middle Grade areas. Other grade level certificate areas and secondary subject area certificates can be requested by using Form C-11, however evaluations to clear these areas are **not** made by the Division of Certification. Instead, individuals will be instructed to contact a college approved program and complete requirements.

Applications for Special Service Personnel certification (counselor, supervisor, etc.) should be made by letter or memo and need only to specify which area is requested. The $30 processing fee is required for these requests.

Applications for Exceptional Children areas should be made by letter or memo and should specify: (1) the area of assignment; (2) the exceptional children area of certification requested; and (3) appropriate evaluation by the Division of Certification if one is needed. (Some employers may elect to have these teachers work with a college or university approved program to complete requirements.)

Applications for Vocational Education areas of certification should be made using Form LEA-02 "Request for Certification in Vocational Education" and other supporting documentation as needed, such as Form 6-A "Experience Verification."

The Division of Certification is responsible for:

--Evaluating the request and adding the provisional area to the certificate.

--Providing the appropriate evaluation letter which specifies deficiencies to be completed.

VALIDATED CERTIFICATES

Some individuals apply for certification who are not eligible to receive certification under the normal processes. Generally, these individuals are not employed, have expired certificates, are applying from out-of-state and are unable to meet the reciprocity agreements, or have graduated from college more than five years ago and have not used or renewed any certificate for which they may have been eligible upon graduation.

Such persons may be issued a temporary certificate valid for one year only (program code 9). This certificate may be extended one year by earning six semester hours of credit within the year of its existence. This option is available to an individual only one time and the full renewal must be completed by the end of this second year. If an individual is employed during either of the years of validity outlined above, the ICP requirements supersede renewal. The individual must then follow ICP requirements specified by the employing school system rather than pursue renewal. Successful completion of the ICP will grant a five-year Continuing Certificate without regard to specific renewal credits.

METHODS FOR MAINTAINING CERTIFICATION

CERTIFICATE RENEWAL

To update professional knowledge and technical competency, all certified personnel are required to renew their certificates every five years. Certificate renewal is currently based on 15 credits related to professional responsibilities and/or the certificate field.

All certificates issued prior to July 1, 1985, will be renewed under the former regulations requiring nine units. This means that most certificates expiring in 1985, 1986, 1987, 1988, 1989 and 1990 will be renewed under the old policy with nine units of credit.

The following activities may carry renewal credit:

--**College or university including technical and community college coursework.** (One credit is equal to one quarter hour or two-thirds of one semester hour. No limit to the number of credits per five-year cycle. Documentation is by transcript.)

--**Teaching experience.** (One credit is earned for each year of teaching. Three unit limitation under the nine credit rule, up to five units for those under the 15 credit rule. Credit is established by Form 6, "Application for Professional Experience Credit.")

--**Local in-service courses or workshops.** (At least one credit for each course or workshop. No limit to number of credits per five-year cycle. Credit is certified by administrative unit or governing board.)

--**Independent study.** (A maximum of five credits during a five-year renewal period. Credit is certified by superintendent or designee.)

--**State Department of Public Instruction activities.** (Credits vary.)

Local in-service course or workshop requirements include:

-- Ten hours of training over a minimum of two days per credit. No more than six hours per day is acceptable.

-- Content designed to develop specific skills.

-- Qualified instructional personnel directly supervised by the sponsoring school system.

-- Program completion and performance evaluation.

-- Limited enrollment to assure accountability.

Independent study requirements include:

-- Local written procedures.

-- Advanced planning by the employee and the superintendent or designee, including skills to be learned and an evaluation plan.

-- Determination of credit based on complexity of study.

School systems are responsible for their local courses, workshops and independent studies meeting these standards and for recording credits.

Persons who hold a North Carolina certificate but who are not currently employed in the public schools may earn renewal credit through college coursework, or through local courses, workshops or activities approved by the Department of Public Education. Admittance is on a space available basis. The Division of Certification determines the appropriateness of credits to the certificate field, the suitability of the content level and if credits were properly established for the activity.

PROCEDURE FOR CERTIFICATE RENEWAL

--Persons employed in the public schools and in non-public schools approved to administer renewal regulations.

Renewal for the above employed persons will be automatic using the automatic certification extension process. In May of each year, the Division of Certification will send a one-year or five-year extension to the employing school system. The responsible person will determine if requirements for the extension have been met. If requirements have been satisfied, the appropriate signature will be obtained and the individual will be given a copy and the school's copy will be filed. No other action will be necessary. If requirements for the extension have not been satisfied, the form will be signed in the appropriate place indicating rejection of the extension and the form will be returned to the Division of Certification where the computer

record of the extension will be cancelled and the original expiration date will be reinstated. In such cases when renewal or extension requirements have been satisfied, an application for renewals as extensions will have to be filed for such individuals.

--Persons not employed in schools specified in the preceding renewal procedures section.

Renewal requirements must be met by June 30 of the expiration year shown on the certificate. Renewal applications and documented credits should be filed during late winter and early spring of the year the certificate expires.

The individual is responsible for:

--Completing the Subsequent Application for Certification (Form 1-B) with supporting documentation. College credit must be reported by transcript. Grade reports are not acceptable. Other credit must be verified by official documentation such as certificate of completion.

--Completing the Application for Professional Experience Credit (Form 6). This form must be verified by the signature of the superintendent or former employer.

--Processing fee.

The Division of Certification is responsible for:

--Reviewing the training and issuing a new certificate when the 15 hours of renewal credit are completed. The division does not accept partial renewal credit and does not record less than one credit on a certificate.

EXPIRED CERTIFICATES

An applicant must earn a minimum of 15 credits during the five-year period immediately preceding the date of application to be eligible for reinstatement. All expired certificates are invalid until reinstated. Reinstated expired certificates are issued as initial certificates requiring the completion of a two-year initial certification program. At the end of two years, the certificate is converted to a five-year continuing certificate.

NOTE: Persons whose certificates have lapsed for less than one year and who have a minimum of two years teaching experience in North Carolina during a 10-year period prior to the completion date of renewal will be reissued a continuing certificate.

CERTIFICATE SUSPENSION AND REVOCATION

The State Board of Education may suspend or revoke a certificate issued by the Division of Certification only for the following reasons:

-- fraud, material misrepresentation or concealment in the application for certification;

-- changes in or corrections of the certificate documentation which makes the individual ineligible to hold a certificate;

-- conviction or entry of a plea of no contest, as an adult, of a crime if there is a reasonable and adverse relationship between the underlying crime and the continuing ability of the person to perform any of his/her professional functions in an effective manner;

-- final dismissal of a person by a local board pursuant to immorality, if there is a reasonable and adverse relationship between the underlying misconduct and the continuing ability of the person to perform any of his/her professional functions effectively;

-- final dismissal of a person by a local school system for physical or mental incapacity;

-- resignation from employment with a local school system without 30 work days' notice, except with the prior consent of the local superintendent; and

-- revocation of a certificate by another state when the person's North Carolina certificate was issued on the basis of reciprocity.

PROCEDURE FOR CERTIFICATE SUSPENSION AND REVOCATION

The Superintendent of Public Instruction is responsible for:

--Initiating revocation proceedings upon the written request and submission of information by any party in a position to present evidence as a basis for revocation.

--Preparing and filing written charges with the State Board of Education if, after investigating the available information,

the superintendent finds that probable cause exists for suspension or revocation.

--Sending a copy of the charges to the certified person and informing the person of hearing procedures.

The individual is responsible for:

--Requesting an informal conference with the superintendent or designee within 10 days after receipt of notice. After the informal conference, the State Board of Education may enter into a written settlement with the person, direct that the charges be dismissed, or proceed with the action.

--Filing a written request for a formal hearing before the State Board of Education within 10 days after action by the State Board as a result of the informal conference.

--Waiving an informal conference and making a written request for a formal hearing, within 10 days after receipt of the charges.

The State Board of Education is responsible for:

--Proceeding with the suspension or revocation action if the individual fails to make a timely request for a hearing.

--Naming an officer to conduct the formal hearing. The hearing is held in accordance with North Carolina law regarding administrative hearings, except that the hearing is private unless the individual requests otherwise.

--Making the final agency decision.

--Suspending an individual's certificate for a stated period of time or permanently revoking the certificate. A local board may request that the Board revoke for the remainder of the year a teacher's certificate who resigns without giving at least 30 days' notice.

--Reinstating a suspended or revoked certificate or granting a new certificate upon application and a showing of good cause by the indiviudal. The burden of proving good cause is on the applicant.

--Notifying all other states of all actions involving suspenpension, revocation or reinstatement of a certificate.

SUBJECT AREA CERTIFICATION

EXCEPTIONAL CHILDREN

Teachers of exceptional children are generally certified through the approved program approach.

--Regular teachers with heterogeneous classes which may include one or more children with special needs are not required to hold certification in special education.

--Speech and language specialists must have certification in Speech and Language Impaired which is now a graduate level certification only. The Division of Certification will no longer issue the Provisional Class A certification in this area.

--Teachers in schools operated by state agencies (Departments of Human Resources and Corrections) must be certified and are required to meet the same requirements as persons providing professional services in the public schools.

Beginning with the 1986-87 school year, "in-field" policies were extended to cover Exceptional Children programs. Specifically, this policy requires appropriate certification for each area of exceptionality to which the teacher is assigned. The policy is administered by the 30% rule, which states that the teacher must be certified in an area of exceptionality if 30% or more of the class to which the teacher is assigned are determined to be in that area of exceptionality.

Teachers of the Academically Gifted are required to hold appropriate subject or grade level certification and must also hold Academically Gifted certification appropriate to that grade level. This requirement can be met at the elementary level by a combination of certification areas 80087 (A/G) and either 023 (Early Childhood) or 024 (Intermediate.)

When it is necessary to add new certification areas due to out-of-field assignments, the following rules apply (assuming regular class A or better certification):

(1) Eighteen semester hours are required, which must include 6 semester hours of general exceptional children credit plus 12 semester hours of credit specifically applicable to the area added.

(2) If the applicant already holds certification in one exceptional children area, a second area can be added by earning 9 semester hours of credit specifically applicable to the area added.

Experience credit is allowable for renewal purposes and to add a second area of exceptionality. A maximum of 1/2 the total credit required to add an area can be counted as experience.

JUNIOR ROTC

ROTC teachers are certified under vocational policies at the non-degree as well as degree levels. To apply for certification, an individual must file:

--An initial application for certication. (Form 1)

--A copy of military approval to serve as a Junior ROTC instructor.

--A copy of DD-214 (military separation papers). This form should show total years of military service which will be counted as work experience in determining placement on the salary schedule.

--Verification of teaching experience not included in military service reported on DD-214. (This includes local school system experience.)

--Copy of transcripts of credit or degree or documentation of special preparation to teach ROTC.

--The processing fee.

--NTE or GRE scores for degree holders. Degree holders may request that certification be issued on a non-degree basis which does not require NTE or GRE scores. At the bachelor's degree level, the salary schedule is the same.

--Any special military training appropriate to teaching which might waive parts of the professional education requirements.

JROTC EVALUATIONS

Junior ROTC evaluations are made by the Division of Certification. In reviewing military experience, total time served equals years of experience. Four years of experience are deducted for non-degree holders. The professional knowledge portion of the National Teachers Examinations is required if the applicant holds a degree.

A total of 12 semester hours, or its equivalent in professional training appropriate to teaching, is required for full certification. Six hours are required from the category of courses including Basics of Education, History and Philosophy of Education, Education Psychology or Adolescent Psychology. An additional six hours are required from the grouping of courses including Methods and Materials, Teaching Industrial Subjects,

Pupil Guidance, and Foundations of Education. The Military ROTC training course qualifies for six hours in the first category.

All Junior ROTC instructors are required to be certified. The Department does not recognize the "aide" concept in distinguishing between commissioned officers and noncommissioned personnel.

Junior ROTC personnel are subject to all policies applicable to other professional personnel, such as the Initial Certification program and tenure. Tenure for ROTC personnel with full certification begins after July 1, 1986, when certification became a requirement.

SAFETY AND DRIVER EDUCATION

Driver education instructors must possess a valid North Carolina driver's license and must have a driving record acceptable to the local school administrative unit. Instructors must hold a graduate or class "A" driver education certificate. Employing superintendents must verify the driving records of instructors annually. (See section on Provisional Certification for further information.)

VOCATIONAL EDUCATION

Non-Teaching Work Experience - Some vocational education certification areas require a specified amount of work experience in a trade or profession (other than teaching) to qualify for certification. This work experience can also count toward experience increment credit for pay purposes. Rules for calculating this experience include:

(1) The total eligible work experience is expressed in months and divided by 12. If the resulting quotient results in a major fraction, it is rounded to the next full year.

(2) The number of years of work experience required to qualify for certification if usually 4.

(3) Work experience beyond that required for certification may be used as experience increments for salary purposes. (In some situations, an applicant having both work experience and a college degree may be entitled to the total work experience for salary purposes.)

Requirements for Certification - The approved program approach for issuing vocational education certification is the preferred route towards becoming certified, just as it is with other types of certificates. Due to the limited number of programs in colleges and/or unique requirements in some of the vocational areas such as work experience in a technical field, provisional regulations have been in place for many years. These regulations have specified courses and numbers of semester hours which enable an individual to complete requirements on the basis of a Division of Certification evaluation. The following is a listing of vocational education certification areas and the requirements for becoming provisionally and fully certified. For each area, requirements are specified at class A level or below. Graduate levels can be attained but those requirements are not listed in this manual.

General Requirements

Certain basic requirements apply for each area when completing requirements through the Division of Certification:

1. Work Experience - Four calendar years of work experience or the equivalent in the technical field appropriate to the area of certification is generally required to qualify for provisional certification unless specified otherwise. One year of the total required should be within the 3 years

preceding qualification. Approved directed work experience courses can be substituted for on-the-job experience.

2. Pedagogical Coursework - Three semester hours selected from:

   (a) Nature of the learner and the psychology of learning
   (b) Historical, philosophical, and sociological foundations of education
   (c) School curriculum, counseling, activities, techniques and practices appropriate for teaching in an occupational program.

   Three semester hours - reading relative to the content area.

3. National Teachers Exam - The NTE is required to qualify for class VA and above. The exam involves the Speciality Area exam (if one exists) appropriate to the area of certification and the Professional Knowledge (PK) exam. The PK exam can be delayed and taken after the specified courses required to clear the provisional certificate have been completed.

4. Recommendation by the superintendent/local director.

Specific Certification Area Requirements

Agriculture Education (Code #700)

Class A Provisional (minimum level) - To qualify requires:

1) Graduation at the bachelor's degree level from a regionally accredited college or university with a degree in technical agriculture

2) Work experience (4 years or equivalent) in agriculture occupation

Coursework required to clear provisional status:

12 semester hours (or equivalent) as follows:

-Methods of Instruction in Agricultural Education
-Occupational Experiences in Agriculture
-Curriculum Development in Agriculture
-Special Problems in Agriculture

Health Occupations (Code #720)

Class V Provisional (minimum level) - To qualify requires:

1) Graduation from a regionally accredited institution in nursing

2) Must be a registered nurse

3) Work experience - Three years minimum either supervisory and/or teaching in health care and maintenance occupation

Coursework required to clear provisional status:

12 semester hours (or equivalent) as follows:

- Theories in Program Planning, Development, and Evaluation
- Sociological and Psychological Principles of Learning
- Dynamics of Social-Political Action
- Performance-Based Instruction
- Measurement and Evaluation Techniques
- Mechanics of Curriculum Development
- Principles of Guidance
- Principles of Management
- Identification and Comparative Analysis of Curriculum
- Resources in Health Occupations
- Education, Health Education, and/or Occupational Education

NOTE: Class VA Provisional requirements are the same as for Class V above except item # 1 - graduation from a regionally accredited institution in nursing at the bachelor's degree level.

Trade Preparatory Programs (Code #740)

Class V Provisional (minimum level) - To qualify requires:

1) GED or high school diploma

2) Work experience - 4 years or equivalent in Industrial Trade occupation.

Coursework required to clear provisional status:

15 semester hours (or equivalent) as follows:

- Introduction to Trade and Industrial Education
- Occupational Analysis or Shop Safety
- Methods of Teaching Industrial Subjects
- Organization and Management of Youth Club Activities
- Development of Instructional Materials and Devices

NOTE: Class VA Provisional requirements are the same as for class V above except item # 1 - graduation from a regionally accredited college or university at the bachelor's degree level.

Introduction to Trades Programs (Code #744)

Class VA Provisional (minimum level) - To qualify requires:

1) Graduation at the bachelor's degree level from a regionally accredited college or university, and

2) Work experience - 4 years or equivalent in two or more different industrial and technical occupations.

Coursework required to clear provisional status:

15 semester hours (or equivalent) as follows:

- Introduction to Trade and Industrial Education
- Occupational Analysis
- Methods of Teaching Industrial Subjects
- Organization and Management of Youth Club Activities
- Development of Instructional Materials and Devices

Industrial Cooperative Training (Code #745)

Class VA Provisional (minimum level) - To qualify requires:

1) Graduation at the bachelor's degree level from a regionally accredited college or university, and

2) Work experience - 2 years minimum in an industrial occupation.

Coursework required to clear provisional status:

12 semester hours (or equivalent) as follows:

- Introduction to Trade and Industrial Education (must be taken prior to teaching or during the first semester)
- Principles and Practices of Industrial Cooperative Training
- Organization and Management of Youth Club Activities
- Organization of Related Study Materials (Coordination Techniques of Cooperative Occupational Education)

Disadvantaged/Handicapped (Code #770)

Class V Provisional (minimum level) - To qualify requires:

1) GED or high school diploma, and

2) Certification in an occupational education area relative to job responsibilities.*

Coursework required to clear provisional status:

- 6 semester hours (or equivalent) related to working with the disadvantaged/handicapped

*Note: For Extended Day only area 770 does not have to be issued in conjunction with an occupational area but an additional 6 semester hours in occupational education related to the job responsibilities are required to clear provisional status.

Class VA Provisional - To qualify requires:

1) Graduation at the bachelor's degree level from a regionally accredited college or university

2) Certification in Special Education (excluding Academically Gifted) or an occupational education area relative to job responsibilities

Coursework required to clear provisional status:

- Individuals with Special Education certification - 6 semester hours in occupational education related to their job description

- Individuals with occupational education certification - 6 semester hours related to working with the disadvantaged/handicapped

Pre-Vocational Education (Code #777)

Class VA Provisional (minimum level) - To qualify requires:

1) Graduation at the bachelor's degree level from a regionally accredited college or university*

2) Work experience (one year minimum) or technical field of study related to appropriate middle grade lab **

Coursework required to clear provisional status:

12 semester hours (or equivalent) as follows:

- Middle Grades Occupational Exploration
- Methods of Teaching Occupational Education
- History and Philosophy of Vocational Education
- Occupational Information

***NOTE:** Health Occupations and Trade Preparatory Programs certified teachers are exceptions to this requirement and can qualify for Pre-Vocational Education on that basis for service only in those labs.

****NOTE:** The following lists Middle Grades labs indicating suggested pre-requisite areas of certification which should be required to qualify for assignment in Pre-Vocational positions.

1) Business Lab - Business (Code #600) or Vocational Business and Office (Code #760)
2) Industrial Lab - Industrial Arts (Code #820) or Trade Preparatory Programs (Code #740)
3) Science Lab- Home Economics (Code #710) or Science (Code #'s 300, 310, 320, 330)
4) Environmental Lab - Science (Code #'s 300, 310) or Agriculture (Code #700)
5) Occupational Information Labs - Guidance (Code #005)

Marketing Education (Code #730)

Class VA Provisional (minimum level) - To qualify requires:

1) Graduation at the bachelor's degree level from a regionally accredited college or university

2) Work experience - 2 years minimum in marketing occupation

3) Completion of 12 semester hours in technical merchandising

Coursework required to clear provisional status:

12 semester hours (or equivalent) as follows:

- Administration and Supervision of Marketing Education
- Coordination Techniques of Marketing Education (or Coordination Techniques of Occupational Education)
- Methods of Instruction in Marketing Education
- Organization and Management of Youth Club Activities

Vocational Business and Office (Code #760)

Class VA Provisional (minimum level) - To qualify requires:

1) Graduation at the bachelor's degree level from a regionally accredited college or university with a major in business.

2) Work experience - Minimum 1 year in business and office occupation

3) Hold or be eligible to hold Business certification (Code #600)

Coursework required to clear provisional status:

9 semester hours (or equivalent) as follows:

- History and Philosophy of Vocational Education
- Job Analysis
- Coordination Techniques of Business and Office Education
- Administration and Supervision of Business and Office Education

Vocational Director (Code #711)

Class SG Provisional (minimum level) - To qualify requires:

1) Non-provisional class VA or A level certification in an occupational education area

2) Graduation at the Master's degree level from an approved teacher education program

3) Teaching experience - 5 years minimum teaching, supervision, or administration within the preceding 8 years (2 years minimum in occupational education programs)

Coursework required to clear provisional status:

15 semester hours (or equivalent) as follows:

<u>Technical</u>
- Analysis of Labor Demands
- Analysis of Job Requirements
- Occupational Analysis
- Population Statistics and Trends
- Conducting Community Occupational Surveys

<u>Professional</u>
- Educational Planning and Administration
- Supervision and Leadership
- Curriculum Development in Occupational Education
- Philosophy and Administration of Occupational Education

- Organization and Use of Advisory Committees
- Evaluation Techniques
- Organization and Leadership in Youth Activities

SPECIAL SERVICE PERSONNEL

ASSISTANT PRINCIPAL

Certification is required of all assistant principals employed after July 1, 1987. An assistant principal must hold the Principal Certificate or may be issued the Provisional Principal's Certificate under the same State Board of Education rules as apply to principals. An assistant principal assigned full-time to curriculum duties may be employed with the Supervisor's Certificate or may be issued the Provisional Supervisor's Certificate under the same State Board of Education rules as apply to supervisors. Full-time assistant principals who were employed for at least one year prior to July 1, 1987, may continue in that assignment only, without having to meet the above requirements.

SCHOOL PSYCHOLOGIST

School psychologists employed by the school administrative units must be certified by the Division of Certification. All school psychologists must meet Level II (sixth-year) degree requirements to qualify for certification. Psychologists in private practice contracted by the local school administrative units must be licensed. Psychologists providing services through another state agency must meet qualifications of the employing agency.

SUPERINTENDENT

The election by a local board of education of a superintendent requires verification by the Division of Certification that the individual holds the superintendent's and principal's certification with the principal's certification showing a minimum of one year of experience (or the equivalent) as a principal. Advanced (six-year degree requirements) school administrator requirements are required to qualify for superintendent certification.

NOTE: School occupational therapists must have graduated from an accredited program of occupational therapy, have current registration, and be registered or be eligible for professional registration with the American Therapy Association.

NOTE: School physical therapists must have graduated from an accredited program of physical therapy and be licensed as physical therapists by the State of North Carolina.

SALARY AND CERTIFICATION

Any understanding of the certification function in public education is incomplete in the absence of some understanding of the relationship between certification level and work experience in determining salary. Although far from exhaustive, this section attempts to deal with those aspects of the relationship deemed to be of most importance to personnel and salary administrators at the local level.

Public school employees are paid on a state salary schedule in accordance with the level of certification held and the work experience credited to the individual. The obvious importance of the work experience factor in determining placement on the salary schedule has necessitated the development of detailed specifications for computing creditable work experience. These specifications and definitions are set forth below:

1. Full-time work in payroll status of not less than six calendar months within one fiscal year in a public school or a non-public school is defined as a year of experience. Experience in a one-teacher private school is excluded. Such full-time work for less than six calendar months within one fiscal year may be combined with full-time experience of less than six calendar months in other fiscal years to accumulate experience of six calendar months or more; and thereby qualify for a salary increment at the beginning of a subsequent fiscal year. Service as a tutor, paraprofessional or substitute teacher is not recognized for experience credit.

2. Two years of part-time work in payroll status in a school unit for not less than one-half time (three hours or more per day, five days per week) for six calendar months or more during a fiscal year may be combined for a salary increment at the beginning of the subsequent year.

3. Credit for a year of experience gained in one school year in two or more school administrative units is allowed unless the State Superintendent of Public Instruction is advised that the contract of the person involved was willfully breached during the school year.

4. Professional experience in a school unit located outside the state is allowed if properly documented and the above

criteria have been met.

5. Until recently, professional experience as assistant principal or assistant/associate superintendent could be carried forward on a formula basis when a promotion occurred, and conversion tables existed to make that possible. Action by the State Board of Education has made the use of such tables unnecessary, since current State Board policies provide for placement on the salary schedule of a promoted individual with either one- or two-step (per State Salary Schedule) increments or at the bottom level of the new position salary schedule, whichever is higher.

6. An additional factor in the case of an instructional aide* who becomes a teacher is that experience as an aide after having qualified for certification can be used to establish increments on the teacher rating (one for the first year and one for each two years thereafter). Personnel transferring from another public agency or the private sector to teaching are credited with one-year of work experience for each 12 months of such employment, provided the experience in the earlier job is determined to be directly related to the teaching assignment.

* An instructional aide serves in the classroom instructing school age children which is a minimum of 50% of the daily duties.

SALARY PROVISIONS FOR GRADUATE CERTIFICATION

Salary certification at the graduate level (Master's degree certificate) for a teaching area **is** automatic. If the teacher holds a class G teaching certificate and is employed as a teacher then the individual is eligible for class G salary. Some restrictions apply. The area(s) of certification at class G level for which the salary is based must have been added based on the completion of an approved teacher education program or equivalent. Therefore, certificates with a second digit program code 5 which are class G level cannot be used to establish G level salary for assignments in other areas. These areas are established on criteria other than an approved teacher education program and are restricted to a specific area of employment. Caution should be taken to **not** base a class G teaching salary on a class G level certificate not classified as a teaching certificate, such as counselor, school social worker, etc.

SPECIAL SALARY PROVISIONS FOR ADVANCED CERTIFICATION

Salary certification at the advanced (6th year certificate) or doctoral level for a teaching area **is not** automatic. In vocational education and special education areas when the budget code shows a categorical area in which the advanced or doctoral certificate is held, the salary will be automatic.

To qualify for the advanced or doctoral level salary, the employing superintendent must verify that the teacher is assigned the majority of the day in the area in which the advanced certification is held. A majority assignment exists when 50 percent or more of the daily teaching duties are in the field of advanced certification.

SPECIAL SALARY PROVISIONS FOR JUNIOR ROTC INSTRUCTORS

Salary determination for the Junior Reserve Officers Training Corps (JROTC) personnel differs from other instructors. ROTC programs are jointly supported by the military and each local school system. The military determines what salary the instructors would receive if on active duty and then determines the salary received under retirement provisions. The difference between active duty pay and retirement pay is equally assumed by the military and the local school system. In essence, ROTC instructors receive as total compensation what they would receive if on active duty.

If this total compensation (retirement pay and a supplement to equate the compensation with active duty pay) is **more than** the active duty pay of the officer, as it is in most cases, the individual is paid the formula amount. However, if the total compensation is **less than** the amount the individual would earn on the State Salary Schedule, the local school system must provide additional funds to raise the final compensation to that specified level.

In some situations, the local portion of the salary for ROTC instructors may be paid from state funds. The operating budget entry (S) must show for a state funded position the percentage of the individual's total salary paid from state funds, and the use of state funds requires using a portion of a state allotted teaching position.

SPECIAL SALARY PROVISIONS FOR SUBSTITUTE TEACHERS

Substitute teachers may or may not be certified, and therefore require special provisions pertaining to pay. They receive more pay if they hold a teacher's certificate. The certification can include certification in North Carolina or any other state, and may be in any field or area. The certificate counts even if it has expired or lacks NTE requirements. Proof of certification is required in order to receive the higher salary.

The following policies become effective July 1, 1987. The daily rate of pay for substitute teachers who have held or now hold teaching certificates or for substitute teachers who do not hold teaching certificates but have completed one week of Effective Teacher Training is at the A-0 level of the State Salary Schedule.

Substitutes without teaching certificates will be paid $35 daily until completion of one week of Effective Teacher Training. These substitutes will be used only in emergencies and can serve only one year as a substitute teacher.

All substitute teachers must participate in a minimum two-day orientation/instruction-related program developed by the local school system during each year of service. The program will acquaint the substitute with local policies, procedures, practices and expectations.

Local school systems will, whenever possible, employ certified persons as substitute teachers in the public schools.

SALARY CHANGES OCCURRING DURING THE SCHOOL YEAR

Salary changes resulting from additional preparation (upgrade to a higher certificate class) completed during the school year will be permitted if the work is completed prior to April 1 of the school year. The change in salary will become effective with the beginning of the pay period following the effective date of the new certificate.

GENERAL INFORMATION

ADDRESS FOR CERTIFICATION. The address for the Division of Certification is: Division of Certification, North Carolina Department of Public Instruction, 116 W. Edenton Street, Raleigh, North Carolina 27603-1712.

CREDIT. The Division of Certification does **not** accept credits submitted on a piecemeal basis. Credits are retained for individuals at the time of qualification for certificate action, such as qualifying for initial certification, upgrading to higher class, qualifying for an additional area, etc. Records are kept on microfiche and computer files. Hard copy documentation is destroyed after processing and can be returned to individuals if requested with a self-addressed stamped envelope. Regular renewal credit is no longer kept in individual files for employed personnel since it is retained in local employer files for purposes of acceptance/rejection of automatic certificate extensions.

DATING OF CERTIFICATES. The dating of certificates policy regulates the effective date of a certificate. This date indicates the beginning point for which a salary can be determined for an individual relative to area of certification and class level. The certification expiration date is always at a fiscal year ending date (June 30).

Normally, certificates show an effective/expiration time period which is five years in duration and parallels a five-year renewal period. Sometimes other factors will cause a certificate to indicate a greater or lesser time period than five years. For non-provisional certificates, the five-year renewal period is always the five-year time period preceding the expiration date. Renewal credit must always be accumulated (completed) during the effective and expiration date of a five-year renewal period.

The effective date of a certificate can occur on any date throughout the year. The Division of Certification attempts to set those at the fiscal year beginning date when possible (July 1). Sometimes, however, the date of qualification for Initial Certification renewal, or upgrade to a higher class and the effect on current year employment necessitates setting the effective date other than on the fiscal year beginning date. Completion of requirements during mid-year or second summer school are common factors which require the effective date to be set other than on the fiscal year beginning date.

Initial certificates normally show effective/expiration date that is two years in duration. However, these individuals do have a five-year renewal cycle associated with their certification. The five-year time period is based on either the completion of the pre-service teacher education program or certificate renewal. Since individuals issued initial certificates may not be immediately employed, this gives them the opportunity within a five-year time frame (eligibility period) to become employed and complete Initial Certification Program (ICP) requirements. If they do become employed during that time period and complete ICP requirements, when recommended by the employer the initial certificate can then be re-issued as a continuing five-year certificate with the effective date beginning July 1 following the completion date of ICP. If the individual is unsuccessful in completing ICP, then the certificate expires and cannot be re-issued except as specified by ICP requirements.

It is difficult to know when the five-year eligibility period begins and ends for Initital Certificate holders without checking with the Division of Certification since their two-year initial certificate could be for any of the two years during that five-year time period. If the initially certified teacher does not have the opportunity to serve in an ICP during the five-year eligibility period then the Initial Certificate can be extended beyond that time period by completing renewal requirements.

DUPLICATE CERTIFICATE. Any certified person may apply to the Division of Certification for a duplicate certificate, in the event the original is lost, or for the change of the applicant's name. The applicant should complete the Subsequent Application For Certification, Form 1-B. A processing fee is required.

PROCESSING FEE. A processing fee of $30 is required when an application for initial or subsequent certification is filed by an individual. The fee is required for: all original applications; changes which qualify individuals for higher salaries, add experience, or reinstate expired certificates; and other actions requested by individuals for the benefit of the individual. The processing fee is waived for in-field assignment changes and name changes which are requested by the school system for its benefit. A certified check or money order should be payable to the Division of Certification. Cash or personal checks are not acceptable.

TELEPHONE INFORMATION. Specialists in the Division of Certification are available to answer individual questions Monday through Friday from 1 to 5 p.m. The telephone number is: 919/733-4125. Superintendents and personnel officers may call on a special line during the hours of 8 a. m. until 12 noon. The specialists will not handle problems from individuals during the morning hours, even if they telephone using the special line reserved for superintendents and personnel officers.

TENURE/CERTIFICATION CONNECTIONS. G. S. 115C-325. System of employment for public school teachers, outlines the legal processes for tenure. Certification is specifically linked to that process in that a teacher must hold "a current, not expired, Class A Certificate or a regular, not provisional or expired, vocational certificate issued by the Department of Public Instruction" to enter the tenure process. All other professional personnel (principal, counselor, etc.) must follow the same rule.

In simple terms, the certification held by a person cannot have any specified credit deficiencies which must be earned to hold a clear certification if the person is to enter the probationary period and build the 3 consecutive years necessary to be granted tenure. If credit deficiencies do exist, these deficiencies must be cleared before the person may begin the 3 years of consecutive experience required for tenure.

For example, a person is issued a provisional certificate with 12 semester hours of credit specified for the clear certificate and the person earns the minimum of 6 semester hours each year as specified. Two years will pass before the person holds a clear certificate and both these years are probationary years of employment. The person then enters the tenure process and must complete 3 consecutive years of additional probationary employment to be eligible for tenure.

Certification issued as "Initial" with no credit deficiencies allow probationary employment in the tenure track and 3 consecutive years of employment will make the person eligible for tenure.

APPENDICES

APPENDIX A

NORTH CAROLINA STATUTES RELATING TO CERTIFICATION

Superintendents.

G.S. 115C-271. Selection by local board of education, term of office.

....It is the policy of the State of North Carolina that the superintendents of each of the several school administrative units be hired solely at the discretion of the local boards of education and that a candidate for superintendent of a local school administrative unit must have been, at least, a principal in a North Carolina public school or have equivalent experience as prescribed by the State Board of Education and have other minimum credentials, educational prerequisites and experience requirements as the State Board of Education shall prescribe. The State Board of Education is directed to promulgate prerequisites for candidacy for superintendent not later than January 1, 1985.

If any board of education shall elect a person to serve as superintendent of schools in any local school administrative unit who is not qualified, or cannot qualify, according to this section, such election is null and void and it shall be the duty of such board of education to elect a person who can qualify.

In all city administrative units, the superintendent of schools shall be elected by the city board of education of such unit, to serve for a period of either two or four years, which term of office shall be within the discretion of the board; and the qualifications, provisions and approval shall be the same as for county superintendents....

Principals and Supervisors.

G.S. 115C-284. Method of selection and requirements.

....(c) The State Board of Education shall have entire control of certifying all applicants for supervisory and professional positions in all public elementary and high schools of North

Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates, and shall determine and fix the salary for each grade and type of certificate which it authorizes. Provided, that the State Board of Education shall require each applicant for an initial certificate or graduate certificate to demonstrate his academic and professional preparation by achieving a prescribed minimum score at least equivalent to that required by the Board on November 30, 1972, on a standard examination appropriate and adequate for that purpose: Provided, further, that in the event the Board shall specify the National Teachers Examination for this purpose, the required minimum score shall not be lower than that which the Board required on November 30, 1972.

(d) No certificate issued by the Board shall be valid until approved and signed by the superintendent of the local school administrative unit in which the holder of said certificate resides, or contracts to teach, and the certificate when so approved shall be of statewide validity. Should any superintendent refuse to approve and sign any such certificate, he shall notify the State Board of Education and state in writing the reasons for such refusal. The said Board shall have the right, upon appeal by the holder of said certificate, to review and investigate and finally determine the matter.

(d1) It is the policy of the State of North Carolina that, subsequent to the adoption of a system of classroom teacher differentiation and prerequisites to candidacy for principal, a classroom teacher must have attained at least the second level of differentiation, have at least four years of classroom teaching experience, and possess, at least, a Masters Degree in Education Administration. This subsection shall not apply to educational personnel certified as of July 1, 1984.

(e) It shall be unlawful for any board of education to employ or keep in service any principal or supervisor who neither holds nor is qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education....

....(h) All principals and supervisors employed in the public schools of the State or in schools receiving public funds, shall be required either to hold or be qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education: Provided, that nothing herein shall prevent the employment of temporary personnel under such rules as the State Board of Education may prescribe.

Teachers.

G.S. 115C-295. Minimum age and certificate prerequisites.

(a) All teachers employed in the public schools of the State or in schools receiving public funds, shall be required either to hold or be qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education: Provided, that nothing herein shall prevent the employment of temporary personnel under such rules as the State Board of Education may prescribe: Provided further, that no person shall be employed to teach who is under 18 years of age.

(b) It shall be unlawful for any board of education to employ or keep in service any teacher who neither holds nor is qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education.

G.S. 115C-296. Board sets certification requirements.

(a) The State Board of Education shall have entire control of certifying all applicants for teaching positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates and shall determine and fix the salary for each grade and type of certificate which it authorizes: Provided, that the State Board of Education shall require each applicant for an initial certificate or graduate certificate to demonstrate his academic and professional preparation by achieving a prescribed minimum score at least equivalent to that required by the Board on November 30, 1972, on a standard examination appropriate and adequate for that purpose: Provided, further, that in the event the Board shall specify the National Teachers Examination for this purpose the required minimum score shall not be lower than that which the Board required on November 30, 1972.

(b) It is the policy of the State of North Carolina to maintain the highest quality teacher education programs in order to enhance the competence of professional personnel certified in North Carolina. To the end that teacher preparation programs are upgraded to reflect a more rigorous course of study, the State Board of Education shall submit to the General Assembly not later than November 1, 1984, a plan to promote this policy. The State Board of Education, as lead agency in coordination and cooperation with the University Board of Governors, the Board of Community Colleges and such other public and private agencies as are necessary, shall continue to refine the several certification requirements, standards for approval of institutions of teacher

education, standards for institution-based innovative and experimental programs, standards for implementing consortium-based teacher education, and standards for improved efficiencies in the administration of the approved programs.

(c) It is the policy of the State of North Carolina to encourage lateral entry into the profession of teaching by skilled individuals from the private sector. To this end, before the 1985-86 school year begins, the State Board of Education shall develop criteria and procedures to accomplish the employment of such individuals as classroom teachers. Regardless of credentials or competence, no one shall begin teaching above the middle level of differentiation. Skilled individuals who choose to enter the profession of teaching laterally may be granted a provisional teaching certificate for no more than five years and shall be required to obtain certification before contracting for a sixth year of service with any local administrative unit in this State.

G.S. 115C-309. Student teachers.

(a) Student Teacher and Student Teaching Defined. A "student teacher" is any student enrolled in an institution of higher education approved by the State Board of Education for the preparation of teachers who is jointly assigned by that institution and a local board of education to student-teach under the direction and supervision of a regularly employed certified teacher.

"Student teaching" may include those duties granted to a teacher by G.S. 115C-307 and 115C-390 and any other part of the school program for which either the supervising teacher or the principal is responsible.

(b) Legal Protection. A student teacher under the supervision of a certified teacher or principal shall have the protection of the laws accorded the certified teacher.

(c) Assignment of Duties. It shall be the responsibility of a supervising teacher, in cooperation with the principal and the representative of the teacher-preparation institution, to assign to the student teacher responsibilities and duties that will provide adequate preparation for teaching.

Other Employees.

G.S. 115C-315. Hiring of school personnel.

....(c) Prerequisites for Employment. All professional personnel employed in the public schools of the State or in schools receiving public funds shall be required either to hold

or be qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education: Provided, that nothing herein shall prevent the employment of temporary personnel under such rules as the State Board of Education may prescribe.

(d) Certification for Professional Positions. The State Board of Education shall have entire control of certifying all applicants for professional positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates and shall determine and fix the salary for each grade and type of certificate which it authorizes: Provided, that the State Board of Education shall require each applicant for an initial certificate or graduate certificate to demonstrate his or her academic and professional preparation by achieving a prescribed minimum score at least equivalent to that required by the Board on November 30, 1972, on a standard examination appropriate and adequate for that purpose: Provided, further, that in the event the Board shall specify the National Teachers Examination for this purpose, the required minimum score shall not be lower than that which the Board required on November 30, 1972.

(e) Local Approval of Certificate Required. No certificate issued by the Board shall be valid until approved and signed by the superintendent of the administrative unit in which the holder of said certificate resides, or contracts to teach, and the certificate when so approved shall be of statewide validity. Should any superintendent refuse to approve and sign any such certificate, he shall notify the State Board of Education and state in writing the reasons for such refusal. The said Board shall have the right, upon appeal by the holder of said certificate, to review and investigate and finally determine the matter.

(f) Employing Persons Not Holding Nor Qualified to Hold Certificate. It shall be unlawful for any board of education to employ or keep in service any professional person who neither holds nor is qualified to hold a certificate in compliance with the provisions of the law or in accordance with the regulations of the State Board of Education.

APPENDIX B

TEACHER EDUCATION APPROVED PROGRAMS

Some 44 colleges and universities in North Carolina with programs leading to initial and advanced-level teacher certification are currently approved by the State Board of Education. They are:

PUBLIC INSTITUTIONS

Appalachian State University, Boone
East Carolina University, Greenville
Elizabeth City State University, Elizabeth City
Fayetteville State University, Fayetteville
North Carolina A & T State University, Greensboro
North Carolina Central University, Durham
North Carolina State University, Raleigh
Pembroke State University, Pembroke
University of North Carolina at Asheville
University of North Carolina at Chapel Hill
University of North Carolina at Charlotte
University of North Carolina at Greensboro
University of North Carolina at Wilmington
Western Carolina University, Cullowhee
Winston-Salem State University, Winston-Salem

NON-PUBLIC INSTITUTIONS

Atlantic Christian College, Wilson
Barber-Scotia College, Concord
Bennett College, Greensboro
Campbell University, Buies Creek
Catawba College, Salisbury
Davidson College, Davidson
Duke University, Durham
Elon College, Elon College
Gardner-Webb College, Boiling Springs
Greensboro College, Greensboro
Guilford College, Greensboro
High Point College, High Point
Johnson C. Smith University, Charlotte

Lenoir-Rhyne College, Hickory
Livingstone College, Salisbury
Mars Hill College, Mars Hill
Meredith College, Raleigh
Methodist College, Fayetteville
North Carolina Wesleyan College, Rocky Mount
Pfeiffer College, Misenheimer
Queens College, Charlotte
Sacred Heart College, Belmont
St. Andrews Presbyterian College, Laurinburg
St. Augustine's College, Raleigh
Salem College, Winston-Salem
Shaw University, Raleigh
Wake Forest University, Winston-Salem
Warren Wilson College, Swannanoa
Wingate College, Wingate

These institutions must document their compliance with state standards every seven years.

A listing of all North Carolina approved teacher education programs and their certification levels are included in the booklet, "North Carolina Approved Teacher Education Programs," available from the Division of Teacher Education, State Department of Public Instruction, Raleigh, North Carolina 27603-1712. Inquiries regarding teacher education program requirements should be directed to these institutions.

APPENDIX C

NAME AND NUMBER OF CERTIFICATION FORMS

1	Initial Application For Certification
C-01	Instructions For Making Application For North Carolina Certification
C-02	Vocational Education Certification Instructions For Local Directors
C-03	North Carolina Reciprocity Plans
C-04	National Teacher Examination Regulations
C-05A	Memo To Individuals Re: Initial Status
6	Application For Professional Experience Credit
6-A	Application For Non-Teaching Experience Credit
C-07	Certification Renewal Requirements
C-09	Identification Of Certification Codes
C-09A	Information About Initial Certification Requirements
C-11	Application For Adding In-Field Certification
C-11A	Evaluation for Adding Additional Certification
C-13	Lateral Entry Statement And Form
C-14	Request For Continuing Certificate
1-B	Subsequent Application
LEA-01	Application For An Interim Certificate
LEA-02	Request For Certification In Vocational Education
IHE-01	North Carolina Recommendation For Professional School Personnel
IHE-01A	North Carolina Approved Program Student Advisement Documentation (Reverse of Form IHE-01)
IHE-01B	North Carolina Local Education Agency Evaluation Of Student Teaching Performance
IHE-02	Out-Of-State Institutional Recommendation For Professional School Personnel

FORM #1

INITIAL APPLICATION FOR CERTIFICATION
OF NORTH CAROLINA PROFESSIONAL SCHOOL PERSONNEL
DIVISION OF CERTIFICATION / STATE DEPARTMENT OF PUBLIC INSTRUCTION
RALEIGH, NORTH CAROLINA 27611

Instructions for completing this application are found on the inside pages. Please follow these instructions carefully.

I. **Name** _____
14 Last 28 First 38 Middle 48 Maiden

Social Security No. ___-___-____ (1)

II. **Address** _____
14 Street or P. O. Box

III. **Date of Birth** ____ ____ ____
71 Mo. Day Year

_____
36 City 54 State 56 Zip Code

Marital Status ( ) (77)
S—Single
M—Married
W—Widowed
D—Divorced
A—Separated

Race ( ) (78)
W—White
N—Black
I—Am. Indian
O—Oriental
H—Hispanic

Sex ( ) (79)
M—Male
F—Female

IV. Statement of Applicant

Have you ever had a certificate revoked by North Carolina or another state? Yes or No _____
If your answer is yes, attach a statement giving full details

Have you ever been convicted of a felony or other crime other than minor traffic cases: Yes or No _____ If the answer is yes, give the date, name of the offense, the trial court including city and state and any other information you wish provided.

I hereby certify that the information given in this application is correct and true. I understand that the falsification of any statement on this application will constitute grounds for the revocation of my North Carolina teacher's certificate.

_____ _____
Applicant's Signature Date

Please complete these items about the certificate you seek:
a. Class of Certificate _____ b. Certificate Area(s) _____
c. Have you taken the National Teacher Examinations? Yes or No _____ If yes, please file scores with this application.

(Do Not Write in Spaces Below)

Date Received

TYPE 2

EXPIR		EFFECTIVE					
Y	Y	M	M	D	D	Y	Y
14		16					

FEE

CODE	DATE					
	M	M	D	D	Y	Y
22	23					

CERTIFIED AREAS

PGM	AREA	CLASS	EXP	PGM	AREA	CLASS	EXP	PGM	AREA	CLASS	EXP
29	31	36	39	41	43	48	51	53	55	60	63
65	67	72	75	77	79	84	87	89	91	96	99

TYPE 3

NTE

DATE				AREA A	SCORE A	AREA B	SCORE B	COMMON	COMPOSITE	SPEC NTE
M	M	Y	Y							
14				18	20	23	25	28	31	35

EDUCATION

LVL	INSTITUTION	GRAD				LVL	INSTITUTION	GRAD				LVL	INSTITUTION	GRAD			
		M	M	Y	Y			M	M	Y	Y			M	M	Y	Y
36	37	43				47	48	54				58	59	65			

TYPE 4

UNIT	SCHOOL
14	17

TYPE 5

ACT	YR	UNIT	SCHOOL	POSITION NUM	EF	FS	BUDGET	LVL	SP.ED.
14	15	17	20	23	27	29	30 31 36	45	46

EXPERIENCE

ALTERNATE RATING		FL	RATING		%		SALARY	NUM MONS	
48	51	53	54	57	59	63		70	

Instructions for Completing an Application for Certification in North Carolina

The applicant is fully responsible for establishing all official documents to support an application for certification. Teacher education graduates of North Carolina institutions are to complete the personal data on the application and submit the form to the appropriate official of the institution to be completed, recommendations and transcripts attached, and filed by the institution with the State. For all others, the application and all supporting documentation should be collected by the applicant and submitted as a complete package to the Division of Certification, Department of Public Instruction, Raleigh, NC 27611. In both procedures, the certificate will be issued and sent to the applicant at the address given on the application form. A processing fee of $20.00 (certified check or money order, NO CASH) payable to the Division of Certification, SDPI must be attached. If the documentation is incomplete but does permit the issuance of a certificate, a certificate will be issued. If additional documentation is filed, an additional processing fee of $15.00 will be charged.

Certification records will be microfilmed by this office and then destroyed. Please do not send certificates, diplomas or other documents that you wish returned unless you send a self-addressed, stamped envelope for the return of the documents.

The applicant will complete the personal information requested on the front of Form 1, Initial Application for Certification of North Carolina Professional School Personnel. The application will not be processed until all items of data have been completed. This information is necessary for the State to establish a file, to issue a certificate, and to service the record after the initial issuance. Please note the following items that appear on the front of Form 1::

NAME: Please give all names. List your social security number. If you do not have a social security number, secure one before making application. We will not process an application unless the social security number is given. The social security number will serve as the certificate number for identification purposes.

ADDRESS: The address given on the application will be the address to which the initial certificate will be mailed. Be certain that the address is complete, including zip code.

DATE OF BIRTH: Give month, day, and year.

MARITAL STATUS, RACE, AND SEX: Indicate in the appropriate block your status for each of these categories. This information is requested for statistical purposes only and does not in any way affect your certificate nor does any of this data appear on the certificate.

APPLICANT'S STATEMENT: You must answer the questions and sign the applicant's statement before any certification action will be taken. A yes answer does not necessarily mean that you will not be certified in North Carolina since you do have the opportunity of supplying clarifying information. You are certifying in this statement that the information given is correct and true. Any falsification in this statement can result in the revocation of your North Carolina Teacher's Certificate.

Help us to speed your application for certification by giving us the class of certificate sought (Class A - Bachelor's Degree Level, Class G - Master's Degree Level) and the area or areas of certification sought (Example: Intermediate-Language Arts). Also, indicate to us if you have taken the National Teacher Examinations. It will be necessary for an official report of your scores to be made by the Educational Testing Service, Princeton, New Jersey 08540. (Be certain that your name on the NTE score report is the same as that shown on your application.)

The lower portion of the front page of the application is for use by the Certification Office and the State Computer Center. Please do not write in any of these spaces.

Certification Areas Available in North Carolina

Special Service Personnel
(Not Valid for Teaching)

School Administrator - Superintendent
School Administrator - Principal
Curriculum Instructional Specialist I
Curriculum Instructional Specialist II
Curriculum Instructional Specialist III
Counselor
School Social Service Worker
Supervisor of Student Teachers
School Psychologist Level I
School Psychologist Level II
School Psychologist Level III

Elementary

Elementary-Graduate (Grades 1-8)*
Primary (Grades 1-4)*
Grammar (Grades 4-8)*
Early Childhood Education (Grades K-4)
Intermediate (Grades 4-6)
Middle Grades (Last three digits show subject) i.e. 78-180 Middle Grades - Language Arts (Grades 6-9)

Special Subject Areas (Grades K-12)

Unlimited*
Associate Media Coordinator
Media Coordinator
Instructional Technology Specialist
Media Supervisor
Computer Education
Physical Education
Safety & Driver Education
Health Education
Health Specialist
Theater Arts
Speech
English as a Second Language
Language Arts
Reading
Music
Dance
Art

Exceptional Children (last three digits show the area(s) of concentration) i.e. 88-801 Exceptional Children - Mentally Handicapped
Cross Categorical (Mild - Moderate Handicapped) (CC)
Severely/Profoundly Handicapped (SP)
Mentally Handicapped (MH)
Speech-Language Impaired (SI)
Visually Impaired (VI)
Physically/Orthopedically Handicapped (PH)
Severely Emotionally Handicapped (EH)
Specific Learning Disabilities (LD)
Gifted and Talented (GI)
Hearing Impaired (HI)
Hospitalized/Homebound*
Program Administrator

Secondary Areas (Grades 9-12)

English
Mathematics
[illegible]cc++
[illegible] Science
[illegible]al Science
[illegible]logy
Physics
Chemistry
Social Studies++
Political Science
Geography
History
Economics
Sociology
Anthropology
French
Spanish
German
Russian
Latin
Business Education
Basic Business
Bible
Endorsements+ (Last three digits show subjects) i.e. 18-200 "Math Endorsement," only valid for teaching in less than half-time assignments.

Vocational Education

Agriculture
Agriculture Technology
Home Economics
Vocational Director
Health Occupations Education
Marketing & Distributive Education
Trade Preparatory Programs
Introduction to Trades Programs
Industiral Cooperative Training
Vocational Business Education
Handicapped
Pre-Vocational Education
Disadvantaged
Industrial Arts
Junior ROTC

Other Classifications

Temporary
Provisional

*Initial certificates cannot be established in these areas. Currently held certificates are valid for employment.

+Cannot be issued unless fully certified in another area.

++Endorsement not issued in this area.

CLASS OF CERTIFICATE

Bachelor's Degree
Master's Degree
Sixth Year (Advanced)
Doctor's Degree
Rating Below Class A

Instructions for Completing the Back of the Application Form

The back of the application form has been designed for you to list data concerning your preparation and experience which should help you be certain that all pertinent data is gathered for submission to the State Office. It will also give the State Office an overview of your background of preparation and experience as well as certification in other states which may play an important part in our advising you relative to your certification in North Carolina. When establishing an application for certification, you should establish an official transcript of all credits you have completed. If you expect to be certified under reciprocity (see below), have an institutional recommendation completed and filed or you may file a copy of your out-of-state certificate to establish your claim for reciprocity.

Teaching experience may be established by using Form #6 or by letter from the administrative unit involved. If the [illegible]rience is established by letter, the inclusive dates of employment, the area of assignment, and the fact that you were [illegible]ll-time professional person would have to be indicated.

Military service may be established by submitting a copy of your military separation papers or by having a school superintendent, a notary public, or register of deeds complete a Form #7 for you. Experience credit for military service is limited by law to active military service only when a person left a teaching position in North Carolina and returns to a position.

Experience in a public agency is acceptable if the experience included significant elements which were directly related to teaching activities. Normally, there would have to be involvement with children or education processes to qualify for experience in s public agency. This experience is accepted on a formula basis. Form #6 outlines the formula used in computing salary increments based on public agency experience.

North Carolina Reciprocity Plans

Programs of teacher education in out-of-state institutions are recognized to the extent that they are equivalent to North Carolina's standards and guidelines. The State recognizes four teacher education and certification reciprocity approaches as outlined below:

1. Reciprocity based on accreditation by the National Council for the Accreditation of Teacher Education (NCATE).
2. Reciprocity based on interstate contracts.
3. Reciprocity based on National Association of State Directors of Teacher Education and Certification (NASDTED) approved teacher education programs.
4. Reciprocity based on programs not accredited by NCATE or approved through the interstate contract or the NASDTED plan. A one-year certificate under this reciprocity plan may be issued to a graduate from a teacher education program in another state if the individual qualifies to hold the regular bachelor's degree level certificate issued by that state.

In addition to educational qualifications covered by the above reciprocity plans, National Teacher Examination or Graduate Record Examination scores at a prescribed level are prerequisite to the issuance of the initial North Carolina certificate. [illegible] examination requirements are permitted under the Interstate Reciprocity Contracts. If employed in North Carolina, you [illegible] be eligible for an interim certificate for four months of employment based on a joint application by you and your [illegible]oyer. You must satisfy the examination requirements within the interim period.

PREPARATION, CERTIFICATION AND EXPERIENCE DATA

I. Record of Preparation

Colleges	Address (City and State)	Dates Attended	Degree

II. Record of all Teacher's Certificates Held:

State	Kind	Class	Number	Expiration Date

III. Teaching Experience: (Must be verified before it will enter as part of your record.)

Began Month	Began Year	Ended Month	Ended Year	Name of County or City Unit	State	Grade or Subjects Taught	Full-Time	Part-Time

IV. Active Military Service:

Began Month	Began Year	Ended Month	Ended Year	Branch of Service

V. Experience in a Public Agency:

Began Month	Began Year	Ended Month	Ended Year	Branch of Public Agency

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

FORM C-01

INSTRUCTIONS FOR MAKING APPLICATION FOR NORTH CAROLINA CERTIFICATION

In order to be certified in North Carolina, the following materials are required:

(1) Initial Application for Certification of North Carolina Professional School Personnel (form enclosed).

(2) Recommendation from the institution where the education program was completed (form enclosed) and legible xerox copies of any certificates held, front and back print. Refer to enclosed reciprocity information.

(3) Verification of teaching experience (see Form 6 enclosed). Use a separate form for each former employer. Form 6 may be copied as needed.

(4) Original transcripts or unaltered, legible copies of original transcripts of all degrees earned (transcripts must indicate degree and date earned). Since initial certificates date from the last 10 semester hours of appropriate credit, it is necessary that transcripts or verification of courses or workshops earned since last degree, also be filed. Grade reports are not acceptable.

(5) Official scores on the National Teachers Examination or unaltered, legible copies of official scores (see NTE regulation enclosed).

(6) A CERTIFIED CHECK OR MONEY ORDER in the amount of $30.00 for PROCESSING your initial application for certification, payable to the DIVISION OF CERTIFICATION, SDPI (cash or personal checks are not acceptable).

DO NOT send your application until you have all the required documents. Incomplete applications will be returned for the missing documentation (minus the processing fee).

A list of North Carolina county and city administrative units and superintendents is enclosed for your information. All employment decisions are made by local education agency officials.

Revised
12/86

ebw

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

PROCESSING POLICY

1. Response Time

The Division of Certification receives several hundred requests daily. Historically, a response time of 8 to 10 weeks has not been unusual, especially during the peak months of the summer.

2. Completeness of Applications

The Division of Certification is unable to process a request until all required information is received. While it is necessary to hold partial documentation (such as NTE scores), most incomplete applications or those with incorrect fees will be returned.

3. Processing Sequence

Equity and fairness dictate that applications should be handled on a first-received, first-processed basis. The date that requests are received will be noted and help ensure that processing is done chronologically. Therefore, Division policy is not to make certification decisions over the telephone.

4. Telephone Calls

Checking records is a time consuming process due to the volume of materials handled by the Division. Calling by phone may result in unnecessary expense to the applicant due to the time required to locate documentation which is in the process of being acted upon.

Revised
12/86

ebw

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

VOCATIONAL EDUCATION CERTIFICATION INSTRUCTIONS FOR DIRECTORS OF VOCATIONAL EDUCATION

The following steps are to be used in the selection of individuals for vocational education positions(s). REMEMBER: GS 115C-303 stipulates "No teacher shall be placed on the payroll of a local school administrative unit unless he/she holds a certificate as required by law."

STEP 1. For all teaching positions, the first step is to select someone who has a valid North Carolina certificate. Be sure to check for the appropriate area, any provisions attached, and expiration date. IF THE INDIVIDUAL YOU SELECT HAS A VALID NORTH CAROLINA CERTIFICATE WITH THE APPROPRIATE AREA OF CERTIFICATION, YOU NEED TO GO NO FURTHER IN THIS PROCESS.

STEP 2. If you have exhausted all avenues to locate a certified person then refer to the vocational education certification guidelines for minimum provisional requirements. For procedure information refer to the North Carolina Administrative Code.

STEP 3. If at all possible select an individual who meets the minimum requirements for a provisional certificate. If the individual selected does not meet the minimum requirements for a provisional certificate, submit the appropriate certification forms jointly signed by you and the Superintendent justifying the employment of this individual.

STEP 4. If the individual selected has a valid North Carolina certificate, but not in the area of employment, an application for subsequent certification with supporting documentation should be completed and submitted. If experience is included in the certification requirements, form 6-A should also be completed.

STEP 5. If the certification area requires a Bachelor's degree follow the instructions for submitting correct information as outlined on the Initial Application form.

STEP 6. When a Bachelor's degree is not a requirement the individual should complete all the appropriate forms in the Vocational Education Certification Packet. Include evidence of high school graduation or GED, license as applicable to the certification area and a $30 certified check or money order payable to Division of Certification.

STEP 7. The Request for Certification in Vocational Education (form LEA-02) should be completed including appropriate signatures.

STEP 8. Mail to the Division of Certification at the above address.

ebw
1/87

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

NORTH CAROLINA RECIPROCITY PLANS

Programs of teacher education in out-of-state institutions are recognized to the extent that they are equivalent to North Carolina's standards and guidelines. The reciprocal arrangement means that an area of certification can be established based on the area qualified for on the out-of-state certificate or on Form IHE-02. Other requirements for certification not included with reciprocity must also be met in order to qualify, i.e. NTE regulations, current credit requirements, Initial Certification program requirements. North Carolina recognizes four teacher education and certification reciprocity approaches as outlined.

I. RECIPROCITY BASED ON ACCREDITATION BY THE NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION (NCATE)

A graduate of an institution outside of North Carolina accredited by NCATE at the time of graduation is eligible for a North Carolina certificate.

II. RECIPROCITY BASED ON INTERSTATE AGREEMENTS

A plan has been developed whereby states with similar standards for teachers have contracted to issue certificates on a reciprocity basis. North Carolina now has a reciprocal contract with 28 states as follows.

Alabama	Indiana	New Jersey	Vermont
Alaska	Kentucky	New York	Virginia
California	Maine	Ohio	Washington
Connecticut	Maryland	Oklahoma	West Virginia
Delaware	Massachusetts	Pennsylvania	Wisconsin
Florida	Michigan	Rhode Island	District of Columbia
Hawaii	Nebraska	South Dakota	Overseas Dependent Schools
Idaho	New Hampshire	Utah	

III. RECIPROCITY BASED ON APPROVAL BY NASDTEC

The National Association of State Directors of Teacher Education and Certification (NASDTEC) has developed and adopted standards for state approval of teacher education. The following states are included in this reciprocity plan for initial certification:

Colorado	Maryland	Oklahoma	Virginia
Delaware	Minnesota	Pennsylvania	Washington
Georgia	Nebraska	South Carolina	West Virginia
Indiana	New Jersey	South Dakota	Wisconsin
Kansas	New Mexico	Utah	
Kentucky	North Carolina	Vermont	

NOTE: It should be observed that some states appear under both the Interstate Agreement arrangement and the NASDTEC plan. This has no significance other than they qualify under both plans.

IV. RECIPROCITY BASED ON PROGRAMS NOT ACCREDITED BY NCATE OR APPROVED THROUGH THE INTERSTATE AGREEMENT OR THE NASDTEC PLAN

Records of applicants prepared by out-of-state institutions that are accredited by their state board of education or a regional accrediting agency, but not by NCATE or recognized through any other reciprocity procedure, will be issued a Provisional Class A Certificate provided the following conditions have been met.

A. The applicant shall be a graduate of an accredited senior college.

B. Reciprocal relations shall be concerned only with certification of classroom teachers at the bachelor's degree level.

C. The reciprocity certificate shall be restricted to the areas and levels in which the applicant holds, or is qualified to hold, an out-of-state certificate.

D. The reciprocity certificate (Provisional) shall be valid for one year. After the completion of a year of successful teaching experience in North Carolina, the provisional limitation will be removed.

E. The reciprocity certificate shall be subject to the renewal requirements of North Carolina.

F. The applicant must hold, or be qualified to hold, the highest grade current certificate in the state in which the teacher education program at the bachelor's level was completed.

NORTH CAROLINA CERTIFICATION PROCEDURES

1. Secure and complete an application for North Carolina certification.

2. Have preparing institution(s) complete recommendation form(s).

3. File copy of out-of-state certificate if issued. If out-of-state certificate has not been issued, the application will be processed using transcripts and recommendations only.

4. Secure complete documentation of all college transcripts and verification of all teaching experience outside of the North Carolina public schools.

5. File the completed application and documentation as a package with the Division of Certification, State Department of Public Instruction, 116 W. Edenton Street, Raleigh, North Carolina 27603-1712.

Revised
11/86

VBM/SMcL/ebw

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

Form C-04

Pursuant to G.S. 115C-284(c), 115C-296, and 115C-315(d), the State Board of Education has designated the National Teachers Examination (NTE) as the standard examinations required as prerequisite to initial certification (North Carolina Administrative Procedures Code 2H.1707). NTE requirements are in addition to all other requirements for any certificate. The following are minimum score requirements for initial certification in North Carolina effective February 2, 1984.

Professional Knowledge Examination Score. (PK) All applicants for initial certification in North Carolina will be required to present a minimum score of 644 on the Professional Knowledge Examination.

Specialty Area Scores. A minimum specialty area score, as shown in the following table, is required of all applicants for initial certification in North Carolina. If no appropriate specialty area examination is available from Educational Testing Service for the area(s) of certification you qualify for, the Professional Knowledge minimum score shall satisfy the NTE requirement. A maximum of one area exam (if one is offered) is required even if you qualify for more than one area of certification.

Teaching Area

Art Education (AE)	500	Home Economics Education (HEE)	510
Audiology (AUD)	500	Industrial Arts Education (IAE)	520
Biology and General Science (BGS)	530	Mathematics (MAT)	510
Business Education (BE)	530	Media Spec.-Library & A.V. Serv. (LMS)	510
Chem., Physics, & Gen. Science (CPS)	510	Music Education (ME)	500
Early Childhood Education (ECE)	500	Physical Education (PE)	510
Education in the Elem. School (EES)	520	Reading Specialist (RS)	500
Educ. of the Mentally Retarded (EMR)	510	Social Studies (SS)	510
English Lang. and Literature (ELL)	490	Spanish (SPA)	500
French (FR)	500	Speech Communication (SC)	510
German (GER)	470	Speech-Language Pathology (SLP)	550
Guidance Counselor (GC)	490		

All questions concerning the administration of the National Teachers Examination should be sent to NTE Programs, Educational Testing Service, CN 6050, Princeton, NJ 08541-6050. The special telephone number is (609) 771-7670, and the hours for telephone calls Monday through Friday are 8:30 a.m. to 9:00 p.m., Eastern time.

Examination scores must be properly authenticated; which means, they must be without qualifications, reservations, or irregularities. Any certification action taken as a result of an examination score later found to be fraudulent shall become null and void.

ELECTIVE ALTERNATIVE TO NTE MINIMUM SCORE REQUIREMENTS

Individuals qualifying for certification, except for North Carolina approved program graduates at the bachelor's level, may elect to present the following Graduate Record Examination (GRE) scores in lieu of NTE scores to meet the Standard Examination requirement (APA 2H.1707).

GRE Scores Obtained Prior to 9/30/77		GRE Score Obtained After 10/1/77	
Verbal Ability	390	Verbal Ability	380
Quantitative Ability	400	Quantitative Ability	410
		Analytical Ability	380

Educational Testing Service will not send GRE scores directly to the Division of Certification; therefore, the individual is responsible for submitting an official GRE score report with application.

JAT/VBM/ebw

Revised 2/87

NATIONAL TEACHERS EXAMINATION
(Professional Knowledge (PK) and Specialty Area Examinations)

Name of Certificate	Exam Required
School Administrator	PK
School Finance Officer	N/A
Curr. Instruc. Special.	PK
School Social Service	PK
Counselor	PK & GC*
School Psychologist	PK
Media Coordinator	PK & LMS*
Media Supervisor	PK & LMS*
Computer Education	PK
Early Childhood	PK & ECE or EES
Intermediate	PK & ECE or EES
Middle Grades	PK & EES
Physical Education	PK & PE
Health Education	PK
Safety & Driver Education	PK
Reading	PK & RS*
Music	PK & ME
Art	PK & AE
Dance	PK
Bible	PK
Special Education	
Cross Categorical	PK
Severely/Profoundly Handi.	PK
Audiology	PK & AUD*
Mentally Handicapped	PK & EMR
Speech-Lang. Impaired	PK & SLP*
Hearing Impaired	PK
Visually Impaired	PK
Phys. Orthoped. Handi.	PK
Behavior/Emotionally Hand.	PK
Specific Learning Dis.	PK
Gifted & Talented	PK
Program Administrator	PK
English	PK & ELL
Speech	PK & SC
Theatre Arts	PK
English as a Second Lang.	PK

Name of Certificate	Exam Required
Science	PK & BGS or CPS
Earth Science	PK & BGS or CPS
Biology	PK & BGS or CPS
Chemistry	PK & BGS or CPS
Physics	PK & BGS or CPS
Social Studies	PK & SS
History	PK & SS
Political Science	PK & SS
Geography	PK & SS
Economics	PK & SS
Sociology	PK & SS
Anthropology	PK & SS
Mathematics	PK & MAT
French	PK & FR
Spanish	PK & SPA
German	PK & GER
Russian	PK
Latin	PK
Occupational Education	
Agriculture	PK
Agriculture Tech.	PK
Business Education	PK & BE
Health Occ. Ed.	PK
Home Economics	PK & HEE
Industrial Arts	PK & IAE
Indus. Coop. Training	PK
Intro. to Trade Pro.	PK
Handicapped	PK
Disadvantaged	PK
Marketing Education	PK
Pre-Vocational Edu.	PK
Trade Prep. Program	PK
Local Director	PK
Junior ROTC	PK

NUMERIC CODES FOR SPECIALTY AREA EXAMINATIONS

01	Education in the Elementary School (Grades 1-8)
02	Early Childhood Education (Below Grade 4)
03	Biology & General Science
04	English Language & Literature
05	Industrial Arts Education
06	Mathematics
07	Chemistry, Physics, & Gen. Science
08	Social Studies
09	Physical Education
10	Business Education
11	Music Education
12	Home Economics Education
13	Art Education
17	French
18	German
19	Spanish
22	Speech Communication
*30	Reading Specialist
*31	Lib. Media Specialist
32	Educ. of the Mentally Retarded
*33	Speech-Language Pathology
*34	Audiology
*42	Guidance Counselor

*These tests are intended primarily for Master's degrees or some advanced training in the field.

JAT/VBM/ebw

Revised 3/87

FORM C-05A

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 WEST EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

TO: _____ DATE: _____

_____

_____

SS# _____

Recently you submitted materials for certification which have been processed. The deficiencies checked must be satisfied to clear the status of your certificate.

____ Specialty area of National Teacher Examination.

____ Professional Knowledge portion of National Teacher Examination.

NOTE: All NTE requirements must be met before certificate can be issued.

____ Associate with an "Approved Program" teacher education institution to obtain certification in _____.

____ Ten semester hours or fifteen renewal credits earned within a current five-year period are required to qualify for an Initial Certificate and establish a current dating cycle. You are deficient _____ semester hours or _____ renewal credits. (Renewal requirements are attached.)

a. Based on 6 semester hours or 9 renewal credits your certificate will be extended for one year beyond your expiration date (you have the summer following your expiration date to complete the minimum credit required for extension; these hours must be completed prior to the beginning of the school year following your expiration date.) Refer to Form C-09A, Item 2, for additional information. (If you are deficient less than 6 semester hours or 9 renewal credits, the total deficiency must be met.)

b. If employed with the North Carolina public schools, contact your employer relative to appropriate renewal credit.

____ A five-year dating cycle for North Carolina teaching certificates is established from the date of the last 10 semester hours or 15 renewal credits earned within a current five-year period. Your dating cycle is _____; therefore, renewal requirements must be met by _____ to continue Initial Certification beyond the dating cycle. (Renewal requirements are attached.) Refer to Form C-09A, Item 1, for additional information.

COMMENTS _____

_____

_____

cc: File
Jn 3/30/87

Revised 5/87

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

Form 6

APPLICATION FOR PROFESSIONAL EXPERIENCE CREDIT

INSTRUCTIONS FOR APPLICANT: Study the definitions of experience on the back of this form before completing this side. The applicant should complete the form and secure the signature verification of the previous employer. A separate form should be sent to each former employer. A self-addressed, stamped envelope should be included for return to you. Submit the completed form(s) with documentation to the Divsion of Certification. If Form 6 is filed later than the initial certification material, a processing fee of $30 (cashier's check or money order, no cash) payable to the Division of Certification, SDPI, must be submitted.

Name _____
Last First Middle Maiden

Address _____
Street or P.O. Box City State Zip Code

Social Security # _____

[ ] Full-time professional experience of 6 hours or more per day, 5 days per week. (See back, Items 1, 6, and 7)

[ ] Full-time professional experience of less than six calendar months in more than one fiscal year (July 1 to June 30). (See back, Items 3 and 4)

[ ] Part-time professional experience in an organized school of 15 or more hours per week in a fiscal year (July 1 to June 30). (See back, Items 2 and 4)

I was employed in a professional position with a daily assignment as entered below: (Applicant must complete the following. Failure to provide needed information may invalidate the claim for experience credit).

Beginning Employment Date Mo./Day/Yr.	Ending Employment Date Mo./Day/Yr.	School or Public Agency	Total Hrs. Per Dy./Wk.	Prof. Assig. Grade & Subject	Total Months Employed for Fiscal Year

I hereby certify that the information provided in this application is correct and true. I understand that the falsification of any statement of this application may invalidate the claims for experience and will constitute grounds for the revocation of my North Carolina teacher's certificate.

_____ _____
Applicant's Signature Date

****

Certification By Superintendent: (Please correct or include missing information.)
I hereby certify that according to the records in my office or at my disposal the information above is correct.

_____ _____ / _____
Signature of Superintendent School Date

(Please use school seal if available)
12/86

_____ / _____
City State

DEFINITION OF EXPERIENCE

1. Full-time work in payroll status of not less than six calendar months within one fiscal year (July 1 to June 30) in a school unit is defined as a year of experience. This excludes experience in a one-teacher private school or as an instructor teaching less than one-half time.

2. Two years of part-time work in payroll status in a school unit for not less than one-half time (three hours or more per day, five days per week) for six calendar months or more during a fiscal year may be combined for a salary increment at the beginning of the subsequent year. For pay purposes, this regulation was effective July 1, 1969.

3. Full-time work in payroll status (see Number 1 above) in a school unit for less than six calendar months within one fiscal year may be combined with full-time experience of less than six calendar months in other fiscal years to accumulate experience of six calendar months or more; and thereby qualify for a salary increment at the beginning of a subsequent fiscal year. For pay purposes, this regulation was effective July 1, 1969.

4. Work in payroll status on a part-time or full-time basis in prior fiscal years can qualify a person for an experience increment under full-time equivalency. Such experience must total the equivalent of six months of full-time employment for each year for which an experience increment is granted. More than 6 months of experience in any one fiscal year will not count toward additional experience. Part-time experience will be defined as set out in #2 above. For pay purposes, this provision was effective as of July 1, 1975.

5. Service as a tutor, paraprofessional or substitute teacher is not recognized for experience credit.

6. Credit for a year of experience gained in one school year in two or more school administrative units shall be allowed unless the State Superintendent of Public Instruction has been advised that the contract of the person involved was willfully breached during the school year.

7. Professional experience in a school unit located outside the State will be allowed if properly documented and the above criteria have been met.

8. Increment credit for public agency experience such as home demonstration agents, farm agents, and public librarians, etc. is recognized when verified in writing as follows:

Experience in a Public Agency	Increment to be Allowed on Salary Rating
1 Year	1 Increment
3 Years	2 Increments
5 Years	3 Increments
7 Years	4 Increments

To be acceptable, the documentation of experience must show activities with a reasonable relationship to teaching or working with youth as developed under criteria determined by the State Department of Public Instruction and approved by the State Board of Education (Example: 4-H Club work for home demonstration and farm agents). A year of experience in a public agency consists of a full year (12 months). Four increments is the maximum credit allowed for public agency experience.

Revised 12/86
VBM/SMcL/ebw

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

Form 6-A

APPLICATION FOR NON-TEACHING EXPERIENCE CREDIT
(FOR VOCATIONAL CERTIFICATION ONLY)

INSTRUCTIONS FOR APPLICANT: Study explanation of experience on back of this form before completing this side. The applicant should complete the form and secure the signature verification of the previous employer. A separate copy of this form should be sent to each former employer. A self-addressed stamped envelope should be included for return to the individual. This form should be submitted with other documentation to the Division of Certification. If Form 6-A is filed later than the initial certification material, a processing fee of $30 (cashier's check or money order, no cash) payable to the Division of Certification, SDPI, must be submitted.

NAME _____
Last First Middle Maiden

ADDRESS _____
Street or P.O. Box City State Zip Code

SOCIAL SECURITY # _____

DATE OF BIRTH _____
mo. day yr.

MARITAL STATUS ( )
S-Single
D-Divorced
M-Married
W-Widowed
A-Separated

Type of Experience: (Show number of years claimed.)
( ) Full-time work experience of 8 hours or more per day, 5 days per week. (See back for explanation.)
( ) Part-time work experience of 20 hours or more per week.
I was employed in a non-teaching position with a daily assignment as entered below. (Failure to include all information may invalidate the claim for experience credit.)

Calendar Year (Ex. 1/1/68-12/1/80)	Employer	Total Hours Per Day/ Per Week	Describe Work Assignment	Total Months Service for Calendar Year

I hereby certify that the information given in this application is correct and true. I understand that the falsification of any statement of this application may invalidate the claims for experience and will constitute grounds for the revocation of my North Carolina teacher's certificate.

_____ _____
Applicant's Signature Date

* *

Certification By Employer: (Please correct or include missing information.) I hereby certify that according to the records in my office or at my disposal the information above is correct.

_____ _____
Signature of Employer/Title City and State

_____
Date

Revised 12/86

WORK EXPERIENCE EXPLANATION

Work experience beyond that required for certification relevant to the vocational certification area requested will be counted for salary purposes with one increment per calendar year of work experience with no maximum limitations.

ebw
12/86

STATE DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF CERTIFICATION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

CERTIFICATE RENEWAL/REINSTATEMENT REQUIREMENTS

Certificate renewal credit is required to assure that professional personnel periodically update their professional knowledge and technical competency. Continuing certificates are valid for a period of five years and require renewal within each five-year period. North Carolina Public School Systems and Non-Public Schools authorized to administer staff development programs shall establish official procedures for planning local in-service courses or workshops and official procedures for recording such credits. Employed personnel in North Carolina Public Schools or Non-Public Schools approved by SDPI for handling staff development activities must contact their Superintendent/Headmaster (or designated staff development coordinator) concerning all renewal questions and recording of credits earned.

Effective July 1, 1985, for certificates issued on and after that date, the first and subsequent renewal or reinstatement of a certificate shall be based on fifteen units or 10 semester hours of renewal credit earned within the current five-year period. Renewal credit can be counted in increments of no less than one unit of credit.

Persons holding a North Carolina certificate but not currently employed in a local public school administrative unit or by an approved non-public school in North Carolina may keep their certificates renewed through appropriate activities which are listed below. Any questions concerning appropriateness of credit toward renewal should be addressed to the Division of Certification.

1. College or University Courses - There is no limitation to the number of credits per five-year cycle. Courses may be taken through any accredited college or university including technical and community colleges. One quarter hour of credit is the equivalent of one renewal credit. One semester hour of credit is the equivalent of one and one-half (1.5) renewal credits.

2. Experience - One renewal credit for each year of teaching completed during the five-year renewal cycle. Credit is established by Form #6, "Application for Professional Experience Credit."

3. Local Courses or Workshops - There is no limitation to the number of credits per five-year cycle. Credit may be taken through any North Carolina school administrative unit or approved board on a space available basis with approval of local superintendent or governing board. Credit is certified by official documentation from administrative unit or governing board.

4. Activities Approved By State Department of Public Instruction - There is no limitation to the number of credits per five-year cycle. Credit is established by the Division of Staff Development, State Department of Public Instruction, for activities conducted by the department and for activities conducted by other education agencies.

Renewal credit shall be directly applicable to the certificate field(s) and/or professional responsibilities.

The State Board regulations adopted May 4, 1983 call for renewal requirements to be met by June 30 (the expiration date shown on certificates). If renewal requirements have not been satisfied prior to the expiration date, the following rules apply when renewal credits are completed. Certificates that are expired less than one year and the certificate holder has taught two or more years in North Carolina within the previous five years will be renewed as continuing certificates. All other expired certificates will be renewed as Initial certificates dating from the completion date of the last earned credit. All credit for renewal/reinstatement must have been earned within the current five-year period.

Applicants for certificate renewal/reinstatement should follow instructions below.

Instructions for Applying for Certificate Renewal/Reinstatement

All credit earned for renewal/reinstatement must be submitted as a packet when total credits required for renewal have been completed. The Division of Certification does not accept partial renewal credit. Credit earned at colleges/universities or other schools must be reported by the original transcripts issued to student (grade reports are <u>not</u> acceptable). Other credit must be verified by official documentation such as "certificate of completion."

Other materials to be included with the application packet are as follows:

1. "Subsequent Application for Certification" (Form 1-B)
2. "Application for Professional Experience Credit" (Form #6) must be used to report experience earned which has not previously been reported. Form #6 must be properly completed and verified by signature of Superintendent/Headmaster or former employer.
3. Cashier's Check or Money Order in the amount of $30.00 payable to the Division of Certification is required for processing (cash or personal checks are <u>not</u> accepted).

VBM/vl
12/1/86

DIVISION OF CERTIFICATION
DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

PROGRAM - Codes consist of two digits. The first digit indicates the following limitations:

0 Continuing Certificate. All limitations have been removed. Renewal required by expiration date.
1 Provisional Certificate. Issued to out-of-state teacher education graduates not covered by regular reciprocity plans. Provisional limitation will be removed based on one year of successful teaching experience in North Carolina.
2 Provisional Certificate. Valid for current school year and renewable under provisional regulations.
3 Provisional Conditioned Certificate. Temporary deficiencies must be satisfied with required credit prior to the beginning of the following school year.
5 Inactive Area. Employment in this area requires written notification from the superintendent to the Division of Certification requesting activation.
7 Limited Certificate. Valid for current school year and renewal by application with the Division of Management Services, Controller's Office.
8 Initial Certificate. Valid for initial employment in North Carolina. Will convert to continuing certification upon successful completion of two years of appropriate experience in North Carolina.
9 Initial Provisional Certificate. Must complete Renewal Requirements. Issued for current school year but may extend for the subsequent year upon completion of nine of the fifteen units required for renewal.
L Initial Provisional Lateral Entry Certificate. Valid for current school year and renewable under provisional regulations. Will convert to continuing certification upon completion of an approved teacher education program and successful completion of two years of appropriate experience in North Carolina.
V Initial Provisional Conditioned Certificate. Valid for current school year and renewable under provisional regulations. Will convert to continuing certification upon completion of required credit, NTE Professional Knowledge Exam, and successful completion of two years of appropriate experience in North Carolina.

NOTE -- Codes 4 and 6 are reserved for Internal State Office Use Only.

The second digit identifies the program of preparation which is the basis for the issuance of the certificate:

01 Recommendation for certification by an accredited North Carolina institution based on the completion of an "Approved Teacher Education Program."
02 Completion of requirements for certification but not a program identified by Codes 01, 03, 04, 06, 07, 08, 09.
03 Reciprocity Certificate based on NASDTEC approved program.
04 Reciprocity Certificate issued under an Interstate Certification Contract.
05 Completion of special requirements for certification in vocational education. This certificate is limited to employment in the area(s) of certification shown.
06 Reciprocity Certificate based on completion of an NCATE "Approved Teacher Education Program."
07 Issued under State Board of Education regulations effective 7/1/86 for Finance Officers.
08 Reciprocity based on programs not accredited by NCATE, NASDTEC, or the Interstate Certification Contracts.
09 Endorsement issued under certification regulations adopted by the State Board of Education 5/4/83.
0L Issued to non-teacher education graduates under Lateral Entry certification regulations adopted by the State Board of Education 8/7/85.

CERTIFICATE AREAS

SPECIAL SERVICE PERSONNEL
(Not valid for Teaching)

011 School Administrator - Superintendent
012 School Administrator - Principal
013 Finance Officer
113 Curriculum Instructional Specialist
005 Counselor
006 School Social Service Worker
008 Supervisor of Student Teachers
026 School Psychologist

ELEMENTARY

020 Elementary - Graduate (Grades 1-8)*
021 Primary (Grades 1-4)*
022 Grammar (Grades 4-8)*
023 Early Childhood Education (Grades K-4)
024 Intermediate (Grades 4-6)
78-000 Middle Grades (Last three digits show subject) i.e. 78-180 Middle Grades - Language Arts (Grades 6-9)

SPECIAL SUBJECT AREAS (Grades K-12)

074 Instructional Technology Specialist - Audio Visual
075 Associate Media Coordinator *
076 Media Coordinator
077 Instructional Technology Specialist - Computers
078 Media Supervisor
079 Computer Education +++
090 Physical Education
096 Safety and Driver Education
097 Health Education
098 Health Specialist
108 Theater Arts
109 Speech
110 English as a Second Language
180 Language Arts
190 Reading
800 Music
805 Dance
810 Art
88-000 Exceptional Children (last three digits show the area(s) of concentration) i.e., 88-081 Exceptional Children - Mentally Handicapped
001 Cross Categorical (Mild - Moderate Handicapped)...(CC)
002 Severely/Profoundly Handicapped.....(SP)
003 Audiology.....(AD)
004 Preschool Handicapped.....(PS)
081 Mentally Handicapped.....(MH)
082 Speech-Language Impaired.....(SI)
083 Visually Impaired.....(VI)
084 Physically/Orthopedically Handicapped.....(PH)
085 Behavior/Emotionally Handicapped.....(EH)
086 Specific Learning Disabilities.....(LD)
087 Academically Gifted.....(AG)
088 Hearing Impaired.....(HI)
089 Hospitalized/Homebound*
099 Program Administrator

SECONDARY AREAS (GRADES 9-12)

100	English
200	Mathematics
300	Comprehensive Science++
302	Earth Science
303	Physical Science
310	Biology
320	Physics
330	Chemistry
400	Comprehensive Social Studies++
405	Political Science
410	Geography
420	History
431	Economics
432	Sociology
433	Anthropology
510	French
520	Spanish
530	German
580	Russian
590	Latin
600	Business Education
601	Basic Business
905	Bible
18-000	Endorsements+ (Last three digits show subjects) i.e. 18-200 "Math Endorsement" only valid for teaching in less than half-time assignments
18-434	Psychology Endorsement only No full certification issued in Psychology

VOCATIONAL EDUCATION

700	Agriculture
701	Agriculture Technology
710	Home Economics
711	Vocational Director
720	Health Occupations Education
730	Marketing Education
740	Trade Preparatory Programs
744	Introduction to Trade Programs
745	Industrial Cooperative Training
760	Vocational Business Education
770	Handicapped/Disadvantaged
777	Pre-Vocational Education
820	Industrial Arts
999	Junior ROTC

CLASS - Refers to level of preparation.

A, VA, PVA, AF, SWA	Bachelor's Degree
G, GF, SG, VG, P, CG, AFG, SWG	Master's Degree
AP, ASG, AS, AG, ACG, AFG, AWG, AVG	Sixth-Year Degree (Advanced)
DAP, DG, DAS, DFG, DVG, DSG, DCG, DWG, DA	Doctoral Degree
PV, V, PSW, SSW, B, F, SWB	Ratings Below Class A

EACH INDIVIDUAL IS RESPONSIBLE FOR KNOWING AND SATISFYING THE RENEWAL REGULATIONS. Currently valid certificates are required to be eligible for employment. The North Carolina employer or the Division of Certification (if not employed) should be contacted for the latest renewal information.

* Initial certificates cannot be established in these areas. Currently held certificates are valid for employment.
\+ Cannot be issued unless fully certified in another area.
++ Endorsement not issued in this area.
+++ Endorsement only issued for this area.

VBM/vl
3/87

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF CERTIFICATION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

FORM C-09A

INFORMATION ABOUT INITIAL CERTIFICATION REQUIREMENTS

Effective January 1, 1985 all persons meeting the requirements for their first certification in North Carolina will be issued a two-year Initial Certificate. Persons holding such a certificate must participate in the Initial Certification Program (ICP) provided in the public school systems to clear the initial status. This program provides for continuing growth and refinement of skills, a time of peer support and assessment, and induction into the profession. Upon successful completion of the ICP, the employing school system prepares the formal recommendation for issuing the continuing certificate (five-year cycle).

Column #1, Program, on the front of the certificate identifies by code the issuance status of the certificate. Explanation of the program codes is found on the back of the certificate. Initial certificates may be issued with either the first digit 8 or 9 code. A first digit 5 code is issued when a certificate area is in inactive status. The following explains the requirements for clearing and/or continuing these certificates.

1. INITIAL CERTIFICATE -- First Digit Program Code 8

The first digit 8 code is issued for a two-year period when an individual meets the current credit requirement (10 semester hours or 15 credits) to qualify for a dating cycle. Two continuous years of successful employment in the ICP is required to move to continuing certificate status. If a person is not employed in a North Carolina Public School System during the initial two-year period he/she may contact the Division of Certification, by written communication, to extend the certificate. The certificate can be extended until the established five-year cycle has been used. Renewal requirements must be met to continue beyond the dating cycle.

2. INITIAL PROVISIONAL CERTIFICATE -- First Digit Program Code 9

A. The first digit 9 code is issued when an out-of-state individual files for certification and does not meet the current credit requirement to establish a dating cycle. This certificate is issued for one year rather that two. The individual may be employed and involved in an ICP without regard to renewal. (Local school boards have the option to require or not require completion of renewal credit deficiencies.) However, an individual who is not employed during this year with a public school system must file renewal credits as specified in the Certificate Renewal Requirements. A minimum of 6 semester hours or 9 renewal credits earned during the current year is required to extend the certificate a second year. The remaining credits must be completed and filed by the end of the second year.

B. The first digit 9 code is also issued for certificate validation. An expired North Carolina certificate may be validated at the request of the individual who does not have current credit to establish a dating cycle. The individual may then be employed and involved in an ICP without regard to renewal requirements also. (Local school boards have the option to require or not require completion of renewal credit deficiencies.) However, if not employed the Certificate Renewal Requirements must be met to continue the certificate. Renewal may again be completed during a two-year period as described in A above.

3. INITIAL INACTIVE CERTIFICATE AREA(S)

The first digit 5 code is issued to show inactive certification areas that require completion of an ICP to move to continuing status. These may be either teaching or special service personnel areas. When employed with the public schools and assigned in an area that has this code the employer must notify the Division of Certification to activate the specified certification area. First digit 5 code certificate areas can be continued indefinitely without additional formal training (except regular renewal) until activated.

4. ICP AND PRIOR TEACHING EXPERIENCE

All persons receiving the Initial Certificate and/or the Initial Provisional Certificate who have two years of teaching experience within the current five-year period may satisfy the ICP process with one year of successful involvement. The employing school system recommends continuing certificate status.

All persons employed should contact the employing superintendent's office regarding problems and/or questions with their certificates. Other persons should contact the Division of Certification for assistance.

SMcL/BFS/ebw
Revised 5/87

Form #C-11

Division of Certification
Department of Public Instruction
Raleigh, North Carolina 27611

APPLICATION FOR ADDING IN-FIELD CERTIFICATION

SECTION I: INFORMATION CONCERNING APPLICANT (Please read instructions before completing this form.)

Administrative Unit [ ][ ][ ] School [ ][ ][ ] [ ][ ][ ]-[ ][ ]-[ ][ ][ ][ ]
(CODE NUMBER) (CODE NUMBER) (SOCIAL SECURITY NUMBER)

[ ][ ][ ][

SECTION IV: CODING INFORMATION FOR TEACHING AREA ASSIGNMENT AND NATIONAL TEACHER'S EXAMINATION TEACHING AREA TESTS

The table below provides information and codes necessary to complete this form. Column X lists the certification area codes which must be recorded in Section II of this form. Be sure to read the footnotes which limit the use of certain subject area codes. Column Y shows the names, code numbers and minimum required scores on the various NTE teaching Area tests. Certain certification areas permit a choice between two NTE Area tests. Please remember the Area NTE is not required to add high school (9-12) endorsements or middle grade (6-9) subject area concentrations unless the teacher has less than nine of the required eighteen semester hours from college or workshop credits.

X CERTIFICATION AREAS		Y NTE TEACHING AREA TEST		
Code		Code	Area Test	Minimum Score
023	Early Childhood		Not Applicable	
024	Intermediate		Not Applicable	
78###	Middle Grades		See Subject Areas	
100	English*	04	English	490
110	English as a Second Language		(No Area Test Offered	
78180	Middle Grade-Language Arts	04	English	490
190	Reading	20 or 30	Introduction to Reading Reading Specialists	500 500
109	Speech	16	Speech Communications	510
433	Anthropology*	08	Social Studies	510
431	Economics*	08	Social Studies	510
410	Geography*	08	Social Studies	510
420	History*	08	Social Studies	510
405	Political Science*	08	Social Studies	510
400	Social Studies+	08	Social Studies	510
432	Sociology*	08	Social Studies	510
200	Mathematics	06	Mathematics	510
310	Biology*	03	Biology & General Science	530
330	Chemistry*	07	Chemistry, Physics & Gen. Sci.	510
302	Earth Science*	03 or 07	Biology & General Science Chemistry, Physics & Gen. Sci.	530 510
303	Physical Science*	07	Chemistry, Physics & Gen. Sci.	510
320	Physics*	07	Chemistry, Physics & Gen. Sci.	510
300	Science+	03 or 07	Biology & General Science Chemistry, Physics & Gen. Sci.	530 510
97	Health		(No Area Test Offered)	
90	Physical Education	09	Physical Education	510
810	Art	13	Art	500
805	Dance		(No Area Test Offered)	
800	Music	11	Music	500
108	Theatre Arts	16	Speech Communication	510
510	French	17	French	500
530	German	18	German	470
590	Latin		(No Area Test Offered)	
580	Russian		(No Area Test Offered)	
520	Spanish	19	Spanish	500
600	Business	10	Business	530

*Only high school (9-12) Endorsements available in this subject area. Not middle grade (6-9) subject areas.

+Only middle grade (6-9) subject area certification available in this subject area. Not high school (9-12) Endorsements.

###Subject area code appropriate to assignment.

Form #C-11

APPLICATION FOR ADDING IN-FIELD CERTIFICATION
FOR NORTH CAROLINA PROFESSIONAL SCHOOL PERSONNEL
DIVISION OF CERTIFICATION/STATE DEPARTMENT OF PUBLIC INSTRUCTION
RALEIGH, NORTH CAROLINA 27611

INSTRUCTIONS -- This application is to be used only to add "in-field" certification to the certificate of a currently employed teacher who has been assigned to teach out-of-field in a grade or subject area. This form is not to be used to gain any type of certification for vocational education, exceptional children, driver education or special service personnel. This form is to be completed by the superintendent or designee.

SECTION I -- INFORMATION CONCERNING APPLICANT

Administrative Unit Code Number -- Enter the three digit number for the Local Education Agency in which the teacher is employed.

School Code Number -- Enter the three digit code number of the school in which the teacher is assigned and receives his/her check.

Social Security Number -- Enter the nine digit Social Security Number from the teacher's current certificate.

Last Name, First Name, Middle Initial -- Copy this information from the teacher's current certificate.

SECTION II: OUT-OF-FIELD AREA(S)

In this section, record the appropriate certification code required for the out-of-field teaching assignment. The broad subject areas and grade level (i.e., Early Childhood Education) codes are listed on the back of this form. These codes cover every type of teaching area certification currently offered in North Carolina except for those in vocational education, exceptional children, driver education and a few subjects which are infrequently taught. The subject area listed on the Professional Personnel Activity Report (PPAR) may help match the teacher's assignment with the proper certification area code required to teach that subject. If you cannot determine the required certification area to request, please write the grade level and course title of the out-of-field assignment in the "comments" section on this form and the Division of Certification will enter the proper code. Middle or Junior High teachers with departmentalized or block assignments at the seventh, eighth or ninth grade level must have certification in each subject they teach. If a block assignment in grades 7-9 includes subjects for which the teacher is not certified, list each middle grade certificate area code required on separate lines in Section II.

SECTION III: BASIS FOR ADDING CERTIFICATION

Record in this section information concerning the applicant's NTE teaching area score(s), if applicable, college and workshop credits, and experience and competencies directly related to the certification required.

Column A -- National Teacher's Examination If the teacher has the NTE teaching area score(s) required for certification requested, enter the NTE teaching area code in the Area Code space of Column A and the test score in the Area Score space of Column A. (A list of the names of the NTE teaching areas, their codes, and the minimum passing scores are listed under Column Y of Section IV on the back of this form.) If a teacher has met the minimum score specified for the NTE teaching area, the superintendent or designee may award up to 18 competency credits towards an endorsement or a subject area certification at the middle grade level. If the certificate area listed in Section II is an area in which no NTE teaching area test is offered, only a maximum of nine semester hours of experience and competency credit will be allowed towards meeting the 18 semester requirement.

Column B -- College Credits Enter the total semester hours of college credit the teacher has earned which are directly related to the certification area requested in Section II. The college credit may be undergraduate, graduate or junior/community college. Any credits shown on college transcripts as quarter hours must be converted to semester hours by multiplying them by 2/3 (67%). Fractional hours should be rounded to the nearest whole semester hour.

Column C -- Workshop Credits Convert to semester hours (multiplying by 2/3 or 67%) and enter the total hours of Continuing Education Units and/or certificate renewal credits the teacher has earned for workshops and inservice training which are directly related to the certification requested in Section II. Round any fractional hours to the nearest whole semester hour.

Column D -- Experience and Competencies Credits Enter the total number of hours the teacher is to receive for experience and competencies directly related to the certification area requested in Section II. Experience credit may be granted at the rate of one semester hour of credit for each year of successful teaching experience in the middle grade subject or endorsement area requested in Section II. Teachers passing the NTE teaching area test required for the certification shown in Section II may be awarded up to 18 hours of competency credit by the superintendent or designee. The number of credits granted for competencies and the basis on which they were given must be documented under the "comments" section of the application. If more than nine of the 18 semester hours required for an endorsement or middle grade subject area certification is to be granted for experience and competencies, the teacher must pass the specific NTE teaching area test required for the certification sought. If the certificate area listed in Section II is an area in which no NTE teaching area test is offered, only a maximum of nine semester hours of experience and competency credit will be allowed towards meeting the 18 semester hour requirement.

NOTE: Teaching less than half-time -- An endorsement area may suffice for some teaching assignments usually at the secondary level if the assignment is less than half-time. Generally, if the time spent in a teaching assignment averages less than three hours per day when the entire school year is considered, the assignment will be considered less than half-time.

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

Form C-11A

EVALUATION FOR ADDING ADDITIONAL CERTIFICATION
(For Use With "In-Field" Processing Regulations)

The following evaluation has been made based on a request submitted by your employer. The provisional area of certification specified below has been added to your North Carolina teacher's certificate. You must earn a minimum of six semester hours prior to the beginning of the school year following expiration or your provisional certificate in order to renew. Failure to meet the requirements to maintain the provisional certification will make you ineligible for re-employment.

_____
(Date)

_____ _____
(Name) (Social Security Number)

_____ _____
(Unit) (Provisional Area)

_____ You must associate with an approved teacher training institution and complete requirements as outlined through the School of Education.

_____ Deficient _____ semester hour(s) of appropriate credit. Contact your employer regarding questions concerning "appropriate" credit.

_____ Full certification is contingent on one year of successful experience in this teaching assignment.

Comments: _____

_____

_____

_____

_____

_____
Evaluator's Signature

VBM/SMcL/ebw

Revised 12/86

State Department of Public Instruction
Division of Certification
Raleigh, North Carolina 27611

LATERAL ENTRY CERTIFICATION REQUEST
(To be submitted with Initial Application Form # 1)

The 1984 session of the North Carolina General Assembly amended G.S. 115C-296 by including the following:

> "It is the policy of the State of North Carolina to encourage lateral entry into the profession of teaching by skilled individuals from the private sector..."

The State Board of Education has adopted policies to implement lateral entry which limits such certification to individuals who have been selected for employment by a North Carolina school system.

Statement of Employing North Carolina School System: This is to certify that we intend to employ the person identified below in a professional position and do herewith request certification under provisions of the Lateral Entry regulations.

(Signature of Superintendent or Designee)	Name of School System	(Date)

Statement of Applicant: I do herewith request certification as documented on the attached Initial Application For Certification (Form #1) under provisions of the Lateral Entry regulations. I understand and accept the conditions for the issuance of the Lateral Entry certificate.

(Signature)	(Social Security No.)	(Date)

Terms and Conditions of Lateral Entry Certification

1. The Lateral Entry Certificate legally entitles me to be employed and to serve in the North Carolina Public Schools as a teacher.
2. The issuance of the Lateral Entry Certificate imposes on me the necessity to meet the testing and progressive credit requirements within the time limits specified without regard to my continued employment in a North Carolina school system if such certification is to remain valid.
3. The National Teacher Examination (NTE) Specialty Area Exam must be successfully completed on the next available test date. The Professional Knowledge Exam (PK) must be successfully completed prior to a certification recommendation by the Institution of Higher Education (IHE) after completion of the professional education and/or other certification requirements.
4. Lateral Entry Certification requires me to complete professional education and/or other requirements for clear certification through an approved teacher education program at a participating IHE. This work must be completed at a minimum rate of six semester hours per year with all requirements completed within five years. The IHE will file a recommendation for certification upon completion of the teacher education program.
5. Certification through the Lateral Entry program is subject to all regulations which apply to other beginning teachers in North Carolina. The Lateral Entry Certificate is issued for one year, renewable upon completion of credit requirements as specified in #4 above. Two years of successful experience and successful completion of the Initial Certification Program (ICP) are required of all Lateral Entry certified teachers to convert to a Continuing Certificate. Participation in the ICP must continue during the total time period while employed with Lateral Entry Certification.

VBM/v1 08/07/85

APA 2H.0203

(f) Classification of Teachers Who Have Not Completed a Teacher Education Program - Criteria for Lateral Entry into the Teaching Profession:

(1) Application for Lateral Entry Certification is limited to those individuals who have been selected for employment by a North Carolina school system. The application for certification must be a joint application by the individual and the employing school system with complete documentation of all supporting credits, experience, test scores, and other pertinent information.

(2) Lateral Entry Certification on a provisional basis is authorized in major areas of academic study for which the State has established Certification. Only degrees and credits from regionally accredited institutions will be acceptable. The class of such Certification will be the same as that issued to regular teacher education program program graduates based on the degree(s) held and the appropriate major area of study completed. Lateral Entry Certificates will be subject to the Initial Certification procedures and to the provisional certification requirements.

(3) Evaluations for clear certification for Lateral Entry teachers should be completed by a North Carolina institution with an "approved" teacher education program in the Certification area. Such evaluations should reflect appropriate knowledge and skill from previous training and experience as it relates to the competencies specified for the various areas of certification. Successful teaching experience in the program for initially certified personnel will be accepted for the student teaching requirement. Other appropriate professional training activities in this program must be reflected in the evaluation for full Certification. The Division of Certification will resolve any difference which can not be resolved by the other parties involved.

(4) Lateral Entry Certificates are subject to the standard requirements of GS 115 - 296 (a) and the policies adopted by the State Board of Education. The National Teacher Examinations (NTE) are required with the option open to an individual to substitute the Graduate Record Examination (GRE). Minimum scores have been established. The NTE teaching area specialty examination must be taken at the next available administration of the (NTE) if the certification is to remain valid. The Professional Knowledge examination may be delayed until the completion of the designated professional teacher education program. A temporary permit will be issued upon application which will be valid for employment until the NTE scores are available from the next administration of the teaching area specialty examination. Once the teaching area specialty examination requirement has been met, a temporary - initial certification will be issued for the remainder of the fiscal year. Extension of such Certification for the following fiscal year will require the individual to meet whatever progress is specified toward meeting the requirements for a clear certification.

(5) Application for Lateral Entry Certification may be filed for an individual who has satisfied all major degree requirements but who may still have some minor deficiency or technical requirement to be satisfied. Such shortages may not exceed six semester hours and must be satisfied prior to the beginning of the following fiscal year. Such individuals will be eligible for Certification as specified in these Regulations.

(6) These policies shall become effective for Certification issued "effective July 1, 1985 and thereafter."

Form# C-14

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. Edenton Street
Raleigh, NC 27603-1712

NORTH CAROLINA INITIAL CERTIFICATION PROGRAM RECOMMENDATION FORM FOR TEACHERS

This form must be completed by the locally designated official for each initially certified teacher at the end of the initial certification period. All decisions regarding continuing certification must be justified in the space provided.

_____ _____
LEA No.

Name _____
LAST FIRST MIDDLE MAIDEN

ADDRESS _____
STREET OR P.O. BOX CITY STATE ZIP CODE

SOCIAL SECURITY NO. _____-_____-_____

Area(s) of Initial Certification (Use Certification Codes Only) _____

Date Enrolled in Initial Certification Program _____ _____ _____
Month Day Year

Date Initial Certification Requirements Completed _____ _____ _____
Month Day Year

Professional Personnel Activity Report Assignment Code at time of Recommendation _____

Continuing Certification (Check one): ___Recommended ___Not Recommended

Justification (Required with all recommendations):

Indicate if performance AT STANDARD was documented in each of the following :	Comments/Clarifications:
YES No	
___ ___ Management of Instructional Time	
___ ___ Management of Student Behavior	
___ ___ Instructional Presentation	
___ ___ Instructional Monitoring	
___ ___ Instructional Feedback	

(For use only by Division of Certification)
_____ Recommending IHE
_____ Approved
_____ Not Approved
_____ Date

_____
Signature

Person designated to make recommendation:

_____
Signature

_____
LEA

_____
Date

over

Form# C-14A

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
EDUCATION BUILDING
116 W. EDENTON STREET
RALEIGH, N.C. 27603-1712

NORTH CAROLINA INITIAL CERTIFICATION PROGRAM RECOMMENDATION FORM FOR SPECIAL SERVICE PERSONNEL

This form must be completed by the locally designated official for each person initially certified in a special service area at the end of the initial certification period. All decisions regarding continuing certification must be justified in the space provided.

_____ _____
LEA No.

NAME _____
LAST FIRST MIDDLE MAIDEN

ADDRESS _____
STREET OR P.O. BOX CITY STATE ZIP CODE

SOCIAL SECURITY NO. _____-_____-_____

Area(s) of Initial Certification (Use Certification Codes Only) _____

Date Enrolled in Initial Certification Program _____ _____ _____
Month Day Year

Date Initial Certification Requirements Completed _____ _____ _____
Month Day Year

Professional Personnel Activity Report Assignment Code at time of Recommendation _____

Continuing Certification (Check One): ___Recommended ___Not Recommended

Justification (Required with all recommendations):

(For use only by Division of Certification)
_____ Recommending IHE
_____ Approved
_____ Not Approved
_____ Date

_____
Signature

Person designated to make recommendation:

_____
Signature

_____
LEA

_____
Date

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

Form 1-B

SUBSEQUENT APPLICATION FOR CERTIFICATION OF NORTH CAROLINA PROFESSIONAL SCHOOL PERSONNEL

Instructions for completing this application are found on the back.

A. IDENTIFICATION

Name _____
(list exactly as shown on your present certificate)

B. CURRENT PERSONAL DATA

Name _____
Last First Middle Maiden

Address _____
P.O Box or Street City State Zip

Social Security #	Date of Birth	Marital Status ( )	Race ( )	Sex ( )
_____	_____	S-Single	W-White	M-Male
	Mo. Day Yr.	M-Married	N-Black	F-Female
		W-Widowed	I-Am. Indian	
		D-Divorced	O-Oriental	
		A-Separated	H-Hispanic	

C. CERTIFICATION ACTION SOUGHT BY THIS APPLICATION

Information should be completed with a clear indication of the action you expect the State to take. Complete documentation to support the action requested must be supplied. Documentation is not required for the following types of action: (1) change of name due to marriage, (2) the issuance of a duplicate certificate. If the action requested is based on a program(s) completed and approved by an institution of higher education, the appropriate recommendation form must be properly completed by the institution and attached along with a transcript of the credit earned.

Type Action Requested: _____
Example: Name Change, Duplicate, Higher

_____
Classification, Additional Area(s) etc.

Documentation to Support Application _____
(Graduate Transcript, Verification of Experience, Legal Papers, etc.)

I hereby certify that the information given in this application is correct and true. I understand that the falsification of any statement on this application will constitute grounds for revocation of my North Carolina teacher's certificate.

_____ _____
Applicant's Signature Date

_____ _____ _____
Superintendent's Signature (when applicable) Unit Date

Revised 12/86

INSTRUCTION FOR COMPLETING THIS APPLICATION

The applicant is fully responsible for establishing all official documentation to support this application. A fee of $30.00 is charged for the processing of the Subsequent Application for Certification. The fee (cashier's check or money order, no cash), should be made payable to the Division of Certification, SDPI and should be attached to this application along with supporting documentation.

This application form must be completed for the following types of certification actions:

1. request for duplicate certificate;
2. request for a change in name;
3. adding an area to an existing certificate;
4. dropping an area;
5. raising a certificate to a higher classification;
6. request for a certificate to show a change in experience rating; or
7. renewal of a certificate.

This form should also be used for the following type actions which would not require the processing fee:

a. correct an error in a person's name when such error was made by the Division of Certification, SDPI;
b. supplying personal data for the State records which does not call for a certificate to be issued;
c. request for a name change due to marriage for teachers employed in the North Carolina Public Schools. The employing superintendent's or designee's signature along with the unit number is required.

Certification records are established using an individual's complete legal name. This includes maiden and married names. Do not request that the name on a record be changed to correspond to a name shown on the social security card or to a name you are called. If a name has been changed by legal action, a copy of the court order must be attached to this request.

The social security number is the numeric identification used on all certificates issued by the State of North Carolina. The Certification Office will not issue a certificate without the social security number. Be certain that your social security number is given correctly on this form. A correction for an incorrectly submitted Social Security number will require the payment of an additional processing fee.

Personal data other than an individual's name and social security number will not appear on the certificate and is collected for statistical purposes only. It is necessary for all personal data to be given.

JAT/ebw

Revised 12/86

Division of Standards and Certification
State Department of Public Instruction
Raleigh, North Carolina 27611

APPLICATION FOR AN INTERIM CERTIFICATE
(To be completed for employment in North Carolina only.)

This form will be completed by a local school superintendent or headmaster after the conditions of the State Board policy have been met. The interim teacher's certificate rules adopted by the State Board of Education on June 7, 1979 are shown on the back of this form. Please read them carefully.

Employer's Certification

I, _____
(Name and Title including School Unit or Non-Public School)
certify that _____ _ _ _ - _ _ - _ _ _ _
(Name of Applicant) (Social Security No.)
has been selected as the best qualified applicant for employment as a
_____. The beginning date of employment shall
(Position)
be _____ with _____ as the end of four
(Date) (Date)
months of employment based on our school calendar. I further certify that this individual did not know that the National Teacher Examinations were prerequisite to the issuance of a North Carolina certificate and that since knowing the NTE was a prerequisite requirement he/she has not had an opportunity to take the examinations.

_____ _____
(Signature and Title) (Date)

Joint Certification

We certify by our signatures that we are aware of the limitations of four (4) school calendar months of employment based on this certificate and that continued employment beyond that date on this certificate will be in violation of GS 115-152.

_____ _____
(Signature and Title) (Date)

_____ _____
(Applicant for Interim Certificate) (Date)

6/79
JAT/js

Division of Standards and Certification
State Department of Public Instruction
Raleigh, North Carolina 27611

INTERIM TEACHER'S CERTIFICATE

Effective July 1, 1979

The application of the National Teacher Examination regulations as a prerequisite for initial certification may impose on the local education agencies severe problems in the employment process for which they have final legal responsibility. Two circumstances are identifiable as the primary source of these problems: First, lack of knowledge of the NTE requirements as a prerequisite for certification; Second, an opportunity to satisfy the NTE requirements after being informed of such requirements. No graduate of a North Carolina teacher education program would be included in either of these situations.

An interim teacher's certificate, to provide a temporary solution to this problem, will be issued upon the specific request of a North Carolina school superintendent on a form supplied by the Division of Standards and Certification. This request will certify that the individual has been selected for employment as the best qualified of all applicants for the professional position. The superintendent will further certify that the individual did not know that the minimum NTE score was prerequisite for certification in North Carolina and that since being informed of the NTE regulation the individual has not had an opportunity to satisfy the requirements since the examinations have not been offered. This statement will be checked by the Division of Standards and Certification against the certification records on file. When such statements have been substantiated by the certification records, an interim certificate will be issued valid for four months* (based on the unit's calendar of employment). If adequate scores are not filed by the expiration date, the certification is null and void and employment must be terminated. The form will provide for the superintendent and the individual to sign acknowledging this fact as a pre-existing condition. Continued employment would be in violation of G.S. 115-152. The use of any individual not holding a North Carolina certificate, either regular or interim, on a temporary basis would be limited to the status of a substitute teacher with salary based on the substitute teacher's salary schedule.

*The time usually necessary until NTE scores from the next testing opportunity are available.

JAT/js
5/29/79

Adpoted by State Board of Education 6/7/79 under APA Emergency Rule Making Procedures.

DIVISION OF CERTIFICATION
DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

REQUEST FOR CERTIFICATION IN VOCATIONAL EDUCATION
(To be completed by Local Education Agency)

Date: _____

Name: _____

Address: _____
(Street or P.O. Box) (City) (State) (Zip)

Social Security Number: _____

The above individual is to be employed by _____
(LEA)

to serve as a teacher of _____
(Program Area & Lab if applicable)

Based on the certification guidelines, he/she is the most qualified applicant available to fill the position. We request that his/her credentials be evaluated for certification in this area.

COMMENTS/JUSTIFICATION: _____

_____

_____

_____

_____
(Superintendent or Designated Personnel Officer)

_____
Director of Vocational Education

Revised 6/87
ebw

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

Form IHE-01

NORTH CAROLINA RECOMMENDATION FOR PROFESSIONAL SCHOOL PERSONNEL
(For Use By North Carolina Institutions)

This recommendation must be completed by an approved North Carolina institution for each individual to be certified based on the completion of a competency-based teacher education program. Provide complete information requested for each certification area recommended. This form is an official part of the documentation required for the individual or the preparing institution to submit in support of an application for certification to the Division of Certification.

Name of Student _____
Last First Middle Maiden

Address _____
Street of P.O. Box City State Zip Code

_____ _____ _____ _____ _____
Social Security Number Date of Birth Race Sex Marital Status

_____ _____ _____
Name of Institution Degree or Level Date Requirements Completed

* * * *

NORTH CAROLINA APPROVED PROGRAM
STUDENT ADVISEMENT DOCUMENTATION

Form IHE-01a

The Quality Assurance Program has addressed minimum student advisement procedures to ensure that all parties (IHE faculty and students) involved in teacher education are aware of program expectations and student achievement toward meeting these expectations. Standard test scores along with scholastic achievement should be a part of these expectations in meeting exit requirements (minimum test scores included) for certification. To ensure direct student involvement in face to face interaction with a faculty advisor, three formal evaluation conferences are specified with joint sign off by the parties involved. This form provides for the posting of standard test scores and the recording of the advisement conferences. This completed form will be required as a part of the certification application package.

Name of Student _____

Social Security # _____ Certification Sought _____

* * * \

North Carolina Local Education Agency Evaluation
of Student Teaching Performance
(For Use By LEA Superintendent or Designee)

This form must be completed by the Superintendent or designee of the LEA in which the North Carolina Approved Teacher Education Program student completed Student Teaching. It should be sent to the college or university to be included with the Initial Application for Certification. A favorable response is required for certification.

Name of Student _____
Last First Middle Maiden

Address _____
Street or P.O. Box City State Zip Code

_____ _____
Social Security # Name of Institution

The teacher named above completed his/her student teaching assignment at _____ in _____.
School Name Administrative Unit

The assignment began _____ and ended _____.
month/day/year month/day/year

He/she taught _____ in the _____ grade(s).

I have reviewed the evaluation of his/her performance which was done systematically and continuously during the student teaching experience. Based on his/her evaluations and recommendations from my professional staff/Student Teacher Supervisor, we certify that:

_____ The student teaching performance has been successful.

_____ The student teaching performance has not been successful.

Comments: (optional) _____

_____

_____

_____
LEA Student Teacher Supervisor

_____ _____
Signature of Designated LEA Official Administrative Unit

VBM/pb
12/84

DIVISION OF CERTIFICATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

Form IHE-02

OUT-OF-STATE INSTITUTIONAL RECOMMENDATION FOR PROFESSIONAL SCHOOL PERSONNEL
(For use by institutions outside of North Carolina that are NCATE* approved.)

Officials from out-of-state institutions should complete (if applicable) and return this form with an original transcript of the record of scholastic preparation to the applicant. The applicant should submit as a part of the official documentation for certification in North Carolina.

Name of Student _____
Last First Middle Maiden

Address _____
Street of P.O. Box City State Zip Code

_____ _____ _____ _____ _____
Social Security # Date of Birth Race Sex Marital Status

_____ _____ _____
Name of Institution Degree or Level Date Requirements Completed

##########

1. Has your institution been visited by NCATE and approved as a result of the visit? Yes _____ No _____ Give Date of last approval of NCATE. _____

2. Has this applicant completed a NCATE Approved Program? Yes _____ No _____

3. What degree or level was attained to complete the teacher education program? (check one) Bachelor's _____ Master's _____ 6th Year Level _____ Doctorate _____

4. What area(s) does completion of the program qualify the applicant to teach/serve in your State? (List) _____
_____

I certify the information given above is based on official records and that I am the appropriate official for supplying and certifying this information.

_____ _____ _____
Date Print or Type Name of Certifying Official Title

_____
Signature of Certifying Official

*NCATE - National Council for Accreditation of Teacher Education

12/86

OUT-OF-STATE INSTITUTIONAL RECOMMENDATION FOR PROFESSIONAL SCHOOL PERSONNEL
(For use by institutions outside of North Carolina that are not NCATE approved.)

Officials from out-of-state institutions should complete (if applicable) and return this form with an original transcript of the record of scholastic preparation to the applicant. The applicant should submit as a part of the official documentation for certification in North Carolina.

Name of Student _____
Last First Middle Maiden

Address _____
Street of P.O. Box City State Zip Code

_____ _____ _____ _____ _____
Social Security # Date of Birth Race Sex Marital Status

_____ _____ _____
Name of Institution Degree or Level Date Requirements Completed

##########

1. Has applicant completed a teacher education program? Yes _____ No _____
   (If answer is NO, omit further response, sign below, and return to individual named above.)

2. If yes, does this program meet your State's Approved Program requirements?
   Yes _____ No _____

3. What degree or level was attained to complete the teacher education program?
   (check one) Bachelor's _____ Master's _____ 6th Year Level _____ Doctorate _____

4. What area(s) does completion of the program qualify the applicant to teach in your State? (List) _____
   _____

I certify the information given above is based on official records and that I am the appropriate official for supplying and certifying this information.

_____ _____ _____
Date Print or Type Name of Certifying Official Title

_____
Signature of Certifying Official

VBM/SMcL/ebw

Revised 12/86